John Septimus Roe
Anglican Community School

Parent Handbook
INTRODUCTION

The intention of this Handbook is to provide parents with an overview of the School's Policies and Procedures.

A school is a complex organisation. Efficient daily management and pastoral care are dependent on clearly spelled-out guidelines, open communication and availability of information on which to base decisions.

No-one can be expected to accurately recall or interpret all aspects of policies and procedures. This Handbook provides you with a summary of the key Policies and Procedures of John Septimus Roe Anglican Community School. You are asked to read it carefully and to use it as a first reference when you have any queries concerning expectations and procedures the School has established.

I trust this Handbook will be of use to you. Suggestions regarding changes or additions are welcomed.

Jason Bartell
PRINCIPAL
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Revised: February 2019
JOHN SEPTIMUS ROE - THE MAN
John Septimus Roe (1797 - 1878), first Surveyor General of Western Australia, was born in Berkshire, England; and in 1813, entered the Royal Navy as a midshipman. Between 1814 and 1817, he served on the Newfoundland, Home and East Indies stations. In 1817, he was posted to the surveying service in New South Wales under P.P. King and was responsible for extensive surveys of the Australian coastline. In 1824, by then a lieutenant, Roe accompanied Captain J.J.G. Brewer to Port Essington and to Bathurst and Melville Islands. In 1828, he was engaged in compiling Australia Directory, a publication containing sailing directions (vol. I, 1830); later that year, he was appointed Surveyor-General of Western Australia.

Roe arrived at the mouth of the Swan River with Lieutenant-Governor James Stirling on 1 June 1829, and set about making preliminary surveys, the sites of Perth and Fremantle being chosen on his recommendation. For some time, he was engaged mainly in surveying blocks for settlers. Then, in 1835, he explored northward from Albany to York, and southward from Perth to the Stirling Range. In 1836, he went north and eastward from Perth to Lake Brown, but found little country fit for settlement. In 1839, he did good work in finding and rescuing some of the men of the expedition led by Captain (Sir) George Grey. His most important piece of exploring took place in 1848, in the country to the south east of Perth and the north east of Albany. Roe discovered coal in two places (on the Fitzgerald River and near the mouth of the Phillips River) and also some excellent forest land. An interesting report of his journey appeared in vol. 22 of the Journal of the Royal Geographical Society. In 1840, he established the Sandalford Vineyard in the Swan Valley, now one of the three more important winemaking centres of Western Australia.

Roe was promoted to naval commander in 1863, and he continued as Surveyor-General until 1870. His scientific collection (he was a Fellow of the Linnean Society) formed the basis of the present museum in Perth, and he was partly responsible for setting aside Kings Park at Perth as a reserve. He died in Perth on 28 May 1878. Roe Highway, Mount Roe and the township of Roebourne are named after him.

John Septimus Roe was a great explorer and the State’s first Surveyor General. He was also a religious man who was known for his good works. Roe’s spirit of exploration, determination in the face of difficulties and of community awareness encapsulates many of the goals we strive to achieve.

JOHN SEPTIMUS ROE - THE SCHOOL
John Septimus Roe Anglican Community School was established by the Anglican Schools Commission, and, therefore, works within the broad parameters set by the Commission.

John Septimus Roe Anglican Community School is a dual campus co-educational Anglican Community school comprising a campus at Beechboro and a campus at Mirrabooka.

The Beechboro campus has two classes of each year level from Kindergarten to Year 6. (The Anglican Schools Commission acquired this campus in 1989.) Students from the Beechboro campus complete their middle and secondary education at the Mirrabooka campus.

The Mirrabooka campus caters for students from Kindergarten through to Year 12. This campus opened in 1992. There are usually two classes of each year level from Kindergarten to Year 6. Classes in Years 7-12 consist of primary students from the Mirrabooka and Beechboro campuses, as well as an intake from outside the School.

ANGLICAN SCHOOLS COMMISSION (INC)
The Anglican Schools Commission (Inc) is responsible to the Perth Diocesan Council for the operation of the Anglican Community Schools. Presently there are 14 Anglican Community Schools.
The Anglican Schools Commission (Inc) is also responsible more generally, for promoting worship and faith education in all Anglican schools in the Diocese and other West Australian Dioceses if asked.

Other Anglican schools in WA are St Hilda's Anglican School for Girls, Mosman Park; Bunbury Cathedral Grammar School; Christchurch Grammar School, Claremont; Guildford Grammar School, Guildford; All Saints College, Bullcreek; St Mary's Anglican Girls' School, Karrinyup; Hale School, Wembley Downs; Perth College, Mount Lawley.

SCHOOL COUNCIL
A Council, comprising eleven members governs the School. The School Council is responsible for the overall development and governance of the School.

The Principal, as Chief Executive Officer, is responsible for the operation of the School and reports to the School Council on a monthly basis. The current list of Council Members is published on the School website.

MANAGEMENT
The management structure for the School is set out in Appendix 1.

In managing the School, the Principal works with the Associate Principals – Primary Years of Schooling, Associate Principal – Middle Years of Schooling, Associate Principal – Senior Years of Schooling, Associate Principals - Pastoral Care (Secondary Years of Schooling), Director of Pastoral Care or Director of Teaching and Learning in the formulation of policies and procedures for the whole School. Teaching and ancillary staff are also involved through mechanisms such as professional development days, staff meetings, committees and special purpose groups.

FINANCES
The Anglican Schools Commission (Inc.) is an incorporated body and is the legal employer of all staff employed at John Septimus Roe Anglican Community School.

The School operates on a budget approved by the Anglican Schools Commission (Inc.) each year.

The School Council has responsibility for formulating and managing the budget. The School is funded from three main income sources:

- Parent contributions by way of school fees and other levies and donations. This income is about 30% of the School’s income.
- State per capita grants. The State Government pays a grant based on the number of students, the Commonwealth funding category and the enrolment level. These funds...
are approximately 24% of the School’s income.

- Commonwealth recurrent grants. The Commonwealth Government pays a grant to the Anglican Schools Commission (Inc.) based on the number of students in the Anglican Schools Commission (Inc.) system and the socio-economic scores of each of the schools in the system. The Anglican Schools Commission (Inc.) is responsible for distributing the recurrent grant to individual schools in the system. The funds equal approximately 46% of the School’s income.

MISSION STATEMENT
John Septimus Roe Anglican Community School is a School of The Anglican Schools Commission (Inc.) with a mission to build a Christian community of learners, to provide a quality educational experience, and to nurture the whole person in the three dimensions of mind, body and spirit.

VISION STATEMENT
The vision of John Septimus Roe Anglican Community School is to be a dynamic Christian educational community that offers a broad education of high quality to students from diverse backgrounds, encouraging each person to explore their spiritual, intellectual, social, physical and creative capacities.

The School will provide the best possible staff and facilities to enable each student to explore and achieve his/her full potential.

Students will know that they are part of a caring and supportive Christian community that engenders positive self-esteem, unconditional positive regard for others and individual responsibility for actions.

When students leave the School, they will be prepared for the next phase of their lives, as independent learners, possessing positive attitudes and values and skills that fit them for life in a rapidly changing society because:
1. they will have developed a capacity to sustain life-long learning and critical and effective thinking because of their participation in a Curriculum that is relevant to them, providing learning experiences that are challenging and meaningful;
2. they will have developed a healthy life-style, a respect of self and for others;
3. they will have been empowered to achieve personal and academic goals by being offered choices and opportunities in the eight Curriculum areas;
4. they will have been encouraged and supported by an atmosphere where students are given opportunities to take responsibility for their own learning and behaviour towards others;
5. they will have been provided with opportunities to recognise that active citizenship and care for others is a personal responsibility;
6. they will have been nurtured spiritually and encouraged to recognise that there is purpose and fulfilment in their lives;
7. they will have been given time for quiet repose and personal reflection.

VALUES STATEMENT
With Christian beliefs and lifestyle as our foundation in affirmation that God is Creator our values are:
1. the fostering of a positive, meaningful relationship with God in Christ;
2. belief in the capacity of individuals to realise their God given wholeness, instilling optimism and hope in themselves and others;
3. empowering of individuals to discover, acknowledge and develop self-worth, individual skills and talents;
4. respect for the dignity, beliefs and worth of self and others;
5. respect and responsibility for the environment;
6. belief in the fundamental importance of community responsibility for the welfare and well-being of all persons and the building of collaborative and supportive relationships between all members of the School community;
7. the building of collaborative and supportive relationships between all members of the
SCHOOL ETHOS
The Anglican nature of the School is reflected in its ethos.

The School seeks to foster the intellectual, physical, creative and spiritual dimensions of each student within a Christian environment.

The School aims to ensure that its students are educated as considerate human beings, grounded in Christian teachings, ethics and traditions, with an understanding and tolerance of others.

In support of the community nature of the School, close cooperation and liaison between the school, parents and guardians and the wider community is sought. Education is the shared responsibility of the whole school community.

OBJECTIVES
i) The School aims to provide opportunities for all students to acquire and develop:
   - skills of reception and communication;
   - skills of enumeration and accounting;
   - a love and understanding of nature and the environment;
   - an appreciation of literature, music, drama, art and craft;
   - an awareness of contemporary scientific and technical knowledge;
   - an awareness of the history of humankind, especially of our own country and people, including the aboriginal inhabitants, and of our own political and social system;
   - an understanding of self and others.

ii) To provide spiritual, personal and vocational education, guidance and counselling for all students.

iii) To foster the growth of a school community which is supportive of each one of its parts as well as of the local and wider community outside the school.

iv) To promote the knowledge and worship of God by providing opportunities for study, meditation and acceptance of the Christian faith as a way of life; by providing regular religious services as an integral school activity; and by being sensitive to the integrity of people who profess other faiths.

v) To provide opportunities for physical development and participation in individual and group sports.

From these objectives, the School has developed integrated curriculum, pastoral care and discipline structures.

CHRISTIAN EMPHASIS
John Septimus Roe Anglican Community School is integrated into the life of the Anglican Church. It has strong ties with local parishes and has a Chaplain at each campus.

All families are expected to support the Christian ethos of the School. All students participate in regular chapel services and a religious education programme that helps them understand faith issues.

The School aims to ensure that its students are educated as considerate human beings with an understanding and tolerance of others.
SPECIAL FEATURES OF THE SCHOOL

John Septimus Roe Anglican Community School is:

- **An Anglican School:** the School operates under the authority of the Anglican Archbishop of Perth. Religious education and Anglican teaching and forms of worship are central in the life of the School. In this context, the School welcomes persons of other denominations who are committed to supporting the Anglican ethos of the School.
- **Co-educational:** boys and girls associate together in classes, in activities and socially.
- **A Pre-Kindergarten to Year 12 School:** in the one school, there are primary and secondary students.
- **A Community School:** the School provides continuity in education through primary and secondary schooling thereby developing a strong sense of family and community in which parents and staff support each other on behalf of the growing student.
- **An Academic School:** the School has a sound reputation for academic achievements; teaching and class work reflect this emphasis.
- **A well-resourced School:** School Council provides quality surroundings and facilities.
- **A Pastoral School:** the School strives to meet the developmental needs of each student.

THE CREST

- **Bishops’ Mitre:** representing the authority of the Anglican Archbishop of Perth
- **St George’s Cross:** the Anglican Church’s link with the Church of England
- **Bible:** the basis of our belief and values
- **Oil Lamp:** representing light and knowledge
- **Handle:** Chi Rho - the initial letter of the word Christ

MOTTO

“Faith, Hope and Love”

Taken from 1 Corinthians Chapter 13 Verse 13.

SCHOOL PRAYER

Father, we ask your blessing on our School, that it may be a lively centre for sound learning, new discoveries, and the pursuit of wisdom. Guide us all as we seek to teach and to learn. Through Jesus Christ our Lord. Amen
THE LORD’S PRAYER
Our Father in Heaven
Hallowed be your Name.
Your Kingdom come,
Your will be done,
On earth as it is in Heaven.
Give us today our daily bread.
Forgive us our sins,
As we forgive those who sin against us.
Save us from the time of trial,
and deliver us from evil.
For the Kingdom, the power, and the glory,
Are yours now and forever.
Amen

SCHOOL CREED
This is our School.
Let peace dwell here.
Let the rooms be full of contentment.
Let love abide here.
Love of one another;
Love of all humanity.
Love of life itself,
And love of God.
Let us remember,
That as many hands build a house.
So, many hearts make a school.
Lord, bless this School,
And all who work in it.
Amen

SCHOOL HYMN “In Faith and Hope and Love”

Refrain
In faith and hope and love,
with joyful trust we move,
towards our Father’s home above.

Verse 1
Christ, our star, our map, our road,
to the Father’s high abode.

Verse 2
Christ, our bread along the way,
Christ, our rescue when we stray.

Verse 3
Christ, our shelter, Christ our friend,
Our beginning and our end.

Verse 4
Christ, our hope and our reward,
our redeemer and our Lord.

CHAPLAINCY AT JOHN SEPTIMUS ROE ANGLICAN COMMUNITY SCHOOL
With a population of close to 1800 students and 230 staff, the spiritual and pastoral needs of the school community are often great and always varied. The Chaplains are involved in the development and delivery of the Religious Education Curriculum and are Priests to the School Community with the responsibility of pastoral care by way of spiritual and personal counselling, leading the community in worship and arranging liturgies for various occasions.

Chaplains are often involved in simply being there as a support or perhaps remaining in the background as a support for those already involved in looking after the needs of their peers. They work closely with the Associate Principals and are an integral part of the Pastoral Care Team. These working relationships mean that the Chaplains are part of a team whose aim is to look after the needs of the whole person.

The Chaplains can be contacted by calling the School office on 9247 2242.

PARENTS & FRIENDS ASSOCIATION
The School has an active Parents and Friends Association which meets each month. The P & F engages actively in fund-raising for additional resources for the School. Parent assistance for other activities around the School is also organised. The P & F also provides strong encouragement for fellowship among parents. If you wish to contact the P & F, please speak to the School Office staff who will provide a telephone contact number or you can email the P & F at p&f@jsracs.wa.edu.au
VOLUNTARY SERVICES
Parents are encouraged to offer service in the many voluntary activities which are available including the School Council, Parents and Friends Association, assisting in classroom activities, school excursions, carnivals, occasional busy bees, Twilight Fair, Cafeteria/Canteen and Uniform Shop.

You should contact the Cafeteria/Canteen and Uniform Shop directly to volunteer in those operations or the particular teacher in charge for other curriculum activities.

Depending on the nature and duration of the activity, volunteers may be required to possess a current Working With Children Check card. Please note any parent involved in overnight camps will be required to hold a current Working With Children Check card.

The Parents and Friends’ Association President welcomes contact from parents interested in assisting with P & F activities.

SECTORS OF THE SCHOOL

THE PRIMARY SECTION OF THE SCHOOL – (Kindergarten to Year 6)  
There are two Associate Principals Primary who are responsible for the oversight of the Primary section of the School. In their shared role, each of the Associate Principals has a particular responsibility for one of the two campuses which are located at Beechboro and Mirrabooka. Associate Principals are supported by a Director of Pastoral Care and a Director of Teaching and Learning on each campus.

Each campus has two classes for each year group from Kindergarten to Year 6.

The two Primary campuses operate as one school and to this end, the staff meet as one staff regularly. It is organised around Early Childhood and Middle Childhood Years. Staff members are appointed to the positions of Director of Teaching and Learning and Director of Pastoral Care. In addition, staff plan curriculum and support programmes across year levels, including excursions and sports carnivals.

Many facilities in the School are shared by Primary, Middle and Senior students and staff. The Primary School students participate in specialist areas such as Music, Physical Education, Languages, Art, Library and ICT, Dance and Drama.

Contact with a member of the Primary School staff can be made by calling the School Office. Your call will be directed to the appropriate person’s voicemail. While parents who bring their children to School may have brief contact with the class teacher at the classroom, they need to be conscious that this is not the time for extended discussion about their child. An appointment should be made out of class time if a parent wants to have a more in depth discussion with the teacher.

THE MIDDLE YEARS OF SCHOOLING - (YEARS 7 – 9)  
The oversight of the Middle Years of Schooling (Years 7, 8 and 9) is undertaken by the Associate Principal and Director of Teaching and Learning. All classes in Years 7 – 9 are located at the Mirrabooka Campus.

In Years 7 to 9, students undertake a programme of study which consists of core (Religious Studies, English, Mathematics, Science, Humanities and Social Sciences, Health Education and Physical Education) and specialist subjects. The specialist subjects include: Languages, Art, Dance, Drama, Design and Technology, Media, Music, Food and Digital Technology. All students study a second language and music in Years 7, 8 and 9.
The classes at Years 7, 8 and 9 levels are generally heterogeneous. Some grouping of students according to academic performance begins in Year 7.

Contact with a member of the Middle School staff can be made by calling the School Office. Your call will be directed to the appropriate person’s voicemail.

THE SECONDARY YEARS OF SCHOOLING - (YEARS 10 –12)
In Year 10, students undertake a programme of study, which consists of core (Religious Studies, English, Humanities and Social Sciences, Health Education, Mathematics, Science, Physical Education and Religious Studies) and elective subjects. The elective subjects include: The Arts, Computing, Food and Consumer Science, Languages, Materials Design and Technology, Media, Physical and Outdoor Education, Sciences and Social Sciences.

In Year 10, students are grouped by levels of academic achievement for English, Mathematics, Humanities and Social Sciences and Science.

In Years 11 and 12, the programme of study is made up from a selection of WACE (Western Australian Certificate of Education) courses. The syllabus and requirements for each course is provided by the School Curriculum and Standards Authority. All students select a combination of accredited Subjects and Courses at each year level and they also study Religion and Life as a further accredited subject.

Year 12 students study a range of courses that can result in the achievement of the Western Australian Certificate of Education (WACE). Students can either study a range of subjects that will prepare them for entrance to university or for TAFE.

Students can also choose Workplace Learning that helps prepare a student more directly for TAFE entry and the workforce. This subject includes some periods of work placement.

Students in Years 10, 11 and 12 and their parents are encouraged to attend the respective parent/student information nights held throughout the year to assist them with understanding the process for selecting subjects for the Secondary Years of Schooling.

Contact with a member of the Secondary School staff can be made by calling the School Office. Your call will be directed to the appropriate person’s voicemail.

EDUCATION SUPPORT SERVICES
Education Support at JSRACS comprises of wide ranging but interconnected support systems for students, teachers and families. These support systems include remedial support, academic extension and special needs programmes along with the services of our School Psychologist, Chaplains, Career Advice and Education and Pastoral Care teams.

The Education Support Services Department acknowledges the diverse needs of members of the JSRACS community and is active in developing and implementing inclusive support responses for students at this School.

Contact with a member of the Education Support Services staff can be made by calling the School Office. Your call will be directed to the appropriate person’s voicemail.

ORGANISATION OF PASTORAL CARE
For organisational purposes, students are grouped in Houses - Durham, Kelmscott, Newbury, Parmelia, Roebourne or Sandleford.

In the Primary Section of the School, the class teacher is the PCG tutor. Students from each of the six Houses are mixed in each class but they regularly meet in House groups for a variety of House activities and compete for the House shield that is awarded to the winning House each year.
At Secondary level, the students in each House are organised into Pastoral Care Groups. Each group is led by a Pastoral Care Group (PCG) Tutor. In the normal course of events, students will be in the same Tutor Group, with the same Tutor Teacher, from Year 7 to Year 9. They will then be assigned to another tutor for Year 10 to Year 12.

The PCG Tutor is the first point of contact at the School for parents. Pastoral Care Groups meet daily for prayer, roll call, notices and activities and each House meets regularly during each term at House meetings and fortnightly Chapel.

CO-CURRICULAR ACTIVITIES
The School inherits the tradition that the gifts we each have received must be developed for our own benefit and enjoyment and for the service of others.

The School seeks to promote excellence in a range of activities including sport, music, art, drama and various clubs. These pursuits must be coordinated and one must not be developed at the expense of the others.

Furthermore, children who would seek to benefit from the School without seeking to contribute to its life, limit themselves to a narrow passage through the School. Most students should attempt to participate in at least one co-curricular activity every year.

The School offers opportunities for participation in cadets, drama, music, singing, sports and other clubs and activities offered by teachers specifically related to subjects being studied by the students (for example the Chinese Club and after-school Mathematics assistance). The School is a member of the Associated and Catholic Colleges (ACC) Sports Association and competes in the North Western Associated Schools (NWAS) interschool sporting competition and various other interschool competitions.

Students in Years 7 – 12 are strongly urged to participate in at least one of the following:

- ACC sport
- Cadets (Emergency Services, Bush Rangers and River Rangers)
- Dance (Choreography Night Production)
- Interschool sport
- School Drama Production
- Other School activities which entail extended commitment of time and effort
- Band/Orchestra
- Choir
- Interschool swimming, athletics, cross country
- Running club (300 club)
- Swimming club

PCG Tutors will seek to ensure all students make a choice of activity appropriate to their interests.

A range of co-curricular activities is available and advertised throughout the year, at each campus for primary students.

SCHOOL EXPECTATIONS REGARDING BEHAVIOUR
John Septimus Roe Anglican Community School seeks to provide a caring and co-operative environment.

It is expected that all behaviour will be characterised by courtesy and respect for others and concern for the environment. When students join John Septimus Roe Anglican Community School, they assume certain obligations and responsibilities to the School and we look for the willing cooperation of students and their families.

The following regulations are considered important for the harmonious and efficient running of the School.
At John Septimus Roe Anglican Community School, everyone has responsibilities and rights:

**Responsibilities:**
- to respect yourself
- to respect others
- to use common sense
- to support others

**Rights:**
- to feel safe
- to learn and grow
- to be respected
- to be valued

Responsibilities are deliberately placed ahead of rights. It is through the recognition of one's responsibilities to others that one's rights are established. Simply put “we should treat others as we would wish to be treated ourselves”.

**BULLYING AND HARASSMENT**
The School aims to provide an environment in which each student is personally involved and where each student can grow as a caring human being.

To this end, staff, students and parents aim to establish a community in which everyone feels valued and safe, and where individual differences are appreciated, understood and accepted. Every student has the right to enjoy time spent at School.

John Septimus Roe Anglican Community School does not tolerate bullying or harassment. Respect for others is expected.

It is each student’s responsibility and right to report bullying, whether it happens to them or to someone else. Please see Appendix 6 for the School’s full Bullying Policy.

**SCHOOL DRUG & ALCOHOL POLICY**

**Introduction**
The Drug Policy has been established in an attempt to:
1. publish guide-lines and sanctions that are relevant to our School;
2. address prevention, intervention and sanctions in regard to drug use; and,
3. be consistent with State and Federal laws.

Drug use is a complex issue and it is recognised that drug use can result from a combination of many contributing factors. The School’s response, therefore, is as comprehensive as possible. In addition, a standardised approach to drug education and incidents of use will be maintained by the School as a result of this Policy. Please see Appendix 7 for the School’s full School Drug and Alcohol Policy.

**COMPLAINTS AND DISPUTE RESOLUTION**
Complaints should only be made directly to the Principal where there has been a failure to adequately address a matter by the staff member(s) concerned. The Principal, however, is not ordinarily the first port of call.

For example, if a parent considers that a matter has not been dealt with effectively by a class teacher, a complaint in writing, detailing the basis of the complaint should be made to the relevant Head of Department (Primary or Secondary), whose task it is to deal with the matter, to keep a record of the action taken and to report the matter to the relevant Associate Principal.

If the matter is not dealt with effectively at this level, then the parent should refer the matter to the relevant Associate Principal.
The Associate Principal will alert the Principal to the matter raised with them by a parent.

Most matters of concern are dealt with satisfactorily by following the referral process outlined above. Where a parent remains dissatisfied with the outcome, the Principal will intercede to resolve the matter.

Parents, who consider they have a serious complaint, should make the complaint directly to the Principal, in writing, who will investigate the matter.

**ANGLICAN SCHOOLS COMMISSION DISPUTE AND COMPLAINT RESOLUTION POLICY AND PROCEDURES**

The School Education Act 1999 [174 1(d)] requires an educational system such as the Anglican Schools Commission (Inc) to have a means by which disputes and complaints about the provision of education are resolved. Please see Appendix 5 for the Policy and Procedures.

We seek to be a caring Christian community, where people are in harmony with each other. Therefore, this policy is designed to assist staff, parents, students and others in Anglican Schools Commission schools to resolve conflict in an appropriate and satisfactory way.

This policy is written with the understanding and experience that, in most cases, matters are best resolved at the local school level. Please see Appendix 5 for the School's full Anglican Schools Commission Dispute and Complaint Resolution Policy and Procedures.

**ABSENCE FROM SCHOOL**

The School requires:

a) For a planned absence, eg dental appointment, a note or email to Student Administration before the absence is required. Students who need to leave School for an appointment must bring a note to Student Administration before 8.40am.

b) Absence from a sporting fixture or carnival or any other official School function is treated as an absence from School. A note must be forwarded to the Principal stating the reason why the student is unable to attend.

c) Holidays – parents should plan family holidays for the end of term holiday periods **and not during school term time.**

**Late Arrival at School**

Students arriving after 8.50am **MUST** present a signed late note from their parent/guardian at Student Administration and then receive a late pass which they present to the class teacher.

**Note:** Proformas are in the School diary.

**Special Leave**

If a student has an appointment where they need to leave School early, a signed note from their diary must be handed to Student Administration before 8.40am. The student will then be given a Special Leave Pass (pink slip), which is used to be excused from class at the time indicated on the pass and wait at Student Administration.

The Special Leave Pass is to be taken with the student when they leave the School grounds to show to anyone who queries why they are not at School.

Parents of Middle and Senior School Students are to come to the front Administration Office to collect their child. Parents of Primary Students at the Mirrabooka Campus are to come to Primary Student Administration and parents of students at the Beechboro campus are to come to Main Reception. Please allow enough time when picking your child up for any delay that may occur – eg your child forgetting that he/she needs to leave early and someone having to go and personally collect them. This procedure is important to facilitate the school tracking movement of students during the day. Please **do not make any arrangements to** collect your child from elsewhere around the School.
For students in Kindergarten, parents must register their child’s departure at the Primary Student Administration on the Mirrabooka campus or at the Main Reception on Beechboro campus by obtaining a pink leave slip, and then collect their child from the class.

**Illness or Injury**
When students are ill and cannot attend School, parents/guardians must notify the School by telephoning the absentee line (9247 9333) or emailing (studentadmin@jsracs.wa.edu.au) before 8.40am. *When the student returns to School, an absence note in the back of their school diary needs to be completed and presented to their teacher or PCG Tutor. (If the absence was advised to the School by email there is no requirement to complete an absence note in their diary.)*

Parents are asked to use their discretion when a student is ill. Obviously, a sick student is unlikely to learn effectively. A sick student should not be sent to School - particularly if the illness is infectious.

Students who become ill during the school day and cannot continue in class are taken to the sick bay and parents are contacted to collect the student immediately.

When students are ill or injured to such an extent that medical treatment is required, the School will act as a concerned parent, i.e. we will try to contact you so that you can advise what course of action to follow. If you are not contactable, we will seek medical advice including calling an ambulance if necessary.

Any costs associated with seeking medical advice, including ambulance costs, will be payable by you. (Refer to Accident Insurance details below.)

**Please note** that staff members do not administer prescribed drugs to students without written advice from parents.

Students taking medication should bring only the required daily dosage, clearly marked with the student’s name and dosage. Parents/Carers need to complete a Medical Authority-Medication Dosage form. Prescribed medications should be given to Student Administration for safe-keeping during the day.

**Please note** that headache and pain relief drugs such as panadol and aspirin are not generally available at School. Parents will be contacted by Student Administration to gain verbal permission for the administration of pain relief to a student if required. Parents of students in Years 10-12 will not be contacted prior to providing paracetamol as the students are deemed able to make the decision themselves in relation to the dispensation of paracetamol.

**ACCIDENT INSURANCE**
The School has a student personal accident insurance policy that provides a 24-hour per day cover for accidental injuries to students. Claim Forms and details of the Policy are available from Reception at both campuses. Please contact the Business Manager for any enquiries regarding this insurance cover. **Please note that claims for an accident in one year cannot be made more than 120 days after the end of the year.**

**ASSESSMENT POLICY**
All students in Years 7 – 12 are issued with an electronic copy of the Assessment Policy at the start of each year, via SEQTA. During PCG sessions at the start of each year the tutor ensures that all students are familiar with the content of this policy. This information is also emailed to parents/guardians, who are strongly encouraged to familiarise themselves with this policy. A copy of the Assessment Policy is also available on the school network via the eLearning folder.

**BEHAVIOUR OUTSIDE THE SCHOOL**
It is presumed that students by their dress, behaviour and general courtesy will on all occasions, uphold the good name of the School.
BICYCLES
Students who cycle to School **MUST** wear an approved safety helmet and park their bicycles in the bike racks. Bicycles should be chained for security. The School does not insure bicycles against theft or damage.

BOOKS AND STATIONERY
Booklists relevant to your child are emailed to parents of students from Years 1 – 10 in early November. Books and Stationery for Kindergarten and Pre-Primary students are purchased in bulk by the School and charged to families school fee account. Students in Year 11 going into Year 12 will receive their booklists at the end of August for the commencement of Year 12 in Term 4. Books will be available from the supplier indicated. Some of the items may be available at a lower price at the large supermarkets. You should shop around if you want to save money - including purchasing second-hand books. The School does not have its own bookshop.

BUS ROUTES
Details of the private bus routes, which can be used by students, are included in the first mail-out to parents at the beginning of the year and thereafter are available from the Main Administration Office. They are also available on the School website. If at all possible, students should use public transport to travel to and from School to help reduce traffic congestion at the beginning and end of the school day. Please refer to the Transperth website for Transperth bus routes and timetables.

BYOD IPAD 1:1 PROGRAMME
The School provides a wide range of ICT digital resources for the students to use including desktop computers in specialised computer labs, banks of laptop trolleys, digital cameras, a wide array of software titles and the ability for students to print their work. Students are encouraged to utilise these resources within their academic programs.

All students in Years 4-12 are required to have their own iPad devices at School. Students in K – Year 3 use School provided shared devices.

Participation in this programme is a compulsory part of being a student at JSRACS. In addition to the iPad Programme, students in Years 10 to 12 have the option to bring ANY laptop or tablet device to School with the expectation of having it connected to the Wi-Fi and Internet. This process is to be negotiated with the classroom teacher before completing a Request for Wi-Fi and Internet Access on BYOD form, available from the ICT HelpDesk.

Additional documents that provide existing and prospective students and parents with extra information on this programme, can be obtained by visiting https://www.jsracs.wa.edu.au//1-to-1ipaddocs

This includes Frequently Asked Questions that individuals may have about the program, a copy of the iPad Code of Conduct that all students at JSRACS must follow, information about procuring devices via the School, as well as an iPad Setup Guide.

If you require any additional information on the JSRACS iPad BYOD Programme, please contact either the Head of ICT & eLearning or the Associate Principal Middle School.

CAFETERIA/CANTEENS
The School Cafeteria and Canteens are open every day. Volunteer parents are always required so that the School can maintain a roster of helpers to provide the service at reasonable cost. Please contact the Canteens Manager at the School during term time for further information. A roster sheet for completion and return is included in each term’s mail out.

Please ensure correct money is enclosed with orders. Student ID Cards may have money loaded on to them for use in the Canteen. See page 36 for details on how this may be done.
K – Year 2 students must place their orders in class baskets before school.
Year 3 – 6 students must place their orders at the Canteen before school.
Year 7 students may pre-order their recess and/or lunch from the Primary Canteen, otherwise they also need to use the Secondary Cafeteria.
Middle and Secondary School students (Years 8 –12); there is no pre-ordering for recess or lunch. It is self-service only in the Cafeteria.

Primary Students have the option to order online via Flexischools. Flexischools is a fast and secure way to order and pay online. A link to Flexischool is available on the School website under the ‘Parents’ heading or via www.flexischools.com.au.

Awareness of Nuts (Peanuts and tree nuts):
As part of its care for people with allergies, the School insists on the following:
- The Cafeteria/Canteens do not sell peanut paste rolls, sandwiches or any other products containing peanuts.
- The Cafeteria/Canteens are to be kept informed about those students who the School has been advised have peanut allergies.
- Although it is difficult to eliminate peanut traces because products are labelled ‘may contain traces of nuts’ the Cafeteria/Canteens are to be alert to sourcing alternative products that do not contain peanuts. The Cafeteria/Canteens will display large warning signs alerting purchasers if alternative products cannot be found.
- Peanuts are not to be used in any activities conducted by the School (in or out of school).
- Parents who send children to School with packed lunches should not send peanut paste sandwiches.
- Peanuts, peanut paste or any other peanut based products must not form any part of the purchases made for school camps (this includes the cadet units).

The School has a comprehensive policy and associated procedures relating to students who have medical conditions that may result in an anaphylactic shock response. The specific policy relating to peanuts forms part of the School’s attempts to minimise the circumstances where an allergic response may be triggered.

CARS IN THE SCHOOL GROUNDS
All roads and parking areas in the School are likely to be crossed by young children. Consequently, all drivers should drive at walking pace it is essential for the safety of the whole school community that this is strictly observed. Great care is essential when driving through the grounds or parking. Please adhere to the direction arrows, speed and parking signs.

Only staff vehicles may be parked in staff car parking areas. Students may drive to School ONLY with the written consent of their parents and an authorised permit issued by the School. The necessary information, and the forms that need to be completed, can be collected from Student Administration. There are limited student parking bays which are issued according to need.

Traffic within and near the school during morning drop-off and afternoon pick-up is particularly busy. All drivers are reminded to obey the Road Traffic Code, which also applies to the school’s internal road system, in an effort to help alleviate traffic congestion at these busy times. This includes but is not limited to not stopping on a road with a continuous yellow edge line, including not stopping on a round-a-bout for drop-off and collection of students.

CHANGE OF CONTACT DETAILS
Our ability to keep in contact with you is only as good as your ability to keep us informed of changes to your:
- work and home mobile/telephone numbers
- home, mail, billing and email addresses
- emergency contact numbers
We rely on you to keep us up-to-date by updating changes to your details as soon as they occur in Consent2Go. A link to Consent2Go is available on the School website under the ‘Parent’ heading.

CONTACTING YOUR CHILD’S TEACHER
Parents are encouraged to make contact with the Class Teacher or Pastoral Care Group Tutor as the need arises. Contact can be made by telephone or a note in the student’s diary and the teacher will respond to the request. These teachers are the first point of contact for parents and they will direct parents’ enquiries to other teachers of specific subjects if the need arises. On some issues, a parent may wish to speak with a House Coordinator, Head of Department or a Director of Pastoral Care or Director of Teaching and Learning. If you wish to contact a member of staff, please call the School Office. Your call will be directed to the appropriate person.

CLOTHING
It is important that ALL articles of clothing be clearly marked. Name tags sewn on to the clothing are the most effective means of marking clothing. Please ensure all items purchased from the Uniform Shop have been labelled correctly.

CURRICULUM
Please refer to the curriculum information printed on pages 10 to 12 of this handbook.

DANGEROUS ITEMS
A student may not bring dangerous items to School, nor should such items be carried on the student or in a school bag. A list of penalties and sanctions has not been provided. It should be sufficient for students to note the School’s attitude towards these expectations and presume that disregard of these expectations will be treated seriously.

DETENTIONS
Detentions may be issued for breaches of school rules, breaches of uniform requirements, for unacceptable behaviour, and for incomplete homework. Students will be given at least one day’s notice of detention so that appropriate transport arrangements can be organised by parents if necessary. Detentions are run after school, starting at 3.40pm and usually finishing at 4.30pm. Students who do not attend detention without a valid reason may be placed on in-school suspension the next day.

For a breach of school playground rules in Primary, a child may be asked to remain with the duty teacher during the following recess/lunch for a period of time. For more serious breaches of school rules, a child may be required to spend time out of the classroom during a school day.

DIARY
Each student is issued with a School Diary. The diary is a record of homework and assignments and is also an excellent means of communication between Home and School.

Parents, Teachers and PCG Tutors are welcome to comment in the diary and in fact, parents and staff are encouraged to sign the diary at least once a week to ensure communication is regular. A replacement for lost or damaged diaries can be purchased from Main Reception for $7.00.

EXCURSIONS
Excursions, camps and retreats are integral components of the School’s programme and students are expected to attend these activities. Costs are normally covered by the School. The School will provide written notification of all excursions to parents via Consent2Go.

FUNCTIONS FOR NEW PARENTS
The School holds various functions for new parents to assist them to develop knowledge of
the school operation in relation to their child. Dates for these events will be advised at the beginning of the school year by letter and a reminder is published in ‘The Bulletin’– the School Newsletter.

FEES
The School fee accounts are issued to parents in mid January each year. If you have any difficulty paying the fees, you are strongly encouraged to contact the Accounts Office as soon as possible.

Assistance can be provided if you make the School aware of your difficulties.

SECONDARY ASSISTANCE SCHEME PRIVATE SCHOOLS
Financial assistance from the State Government Secondary Assistance Scheme, including a clothing allowance, is available to parents or legal guardians who have students enrolled in Years 7-12 studying a full-time secondary course (up to the age of 18) and hold one of the following cards:

- Department of Human Services (Centrelink) Health Care Card
- Department of Human Services (Centrelink) Pensioner Concession Card
- Veterans’ Affairs Pensioner Concession Card

Parents or legal guardians may obtain further information and an application form from the School Office. Applications for the above close each year at the end of Term 1.

HEAD LICE
It is possible that at some time in their school career, a child may come in contact with Head Lice. If this does happen, parents need to be aware that a Head Lice infestation is easily treated and is not a disease. Students found to have Head Lice may, however, be excluded from School at the discretion of the Principal or delegate until treatment has begun.

Advice about Head Lice infestation treatment and animated procedures is given in the Department of Health’s Head Lice Fact Sheet, which is available from the School Office or on their website http://www.healthywa.wa.gov.au/Healthy-WA/Articles/F_1/Head-lice
Please see Appendix 8 for the School’s full Head Lice Policy.

HOMEWORK AND STUDY
Homework will be set in accordance with the published Homework Guidelines below. Individual teachers will ensure that students are complying with the requirements of their course with respect to homework. This may take the form of written work set for the following school day, assignments or projects set over an extended period, revision of the day’s work or reading for the following day.

Compulsory, supervised lunchtime or after-school detention may be deemed to be necessary to provide certain students with the time and opportunity to comply with this School requirement. In the case of a Secondary School after-school detention, the relevant Associate Principal will advise the parents.

Secondary students are able to see homework in SEQTA but they **MUST** also use their diaries to record homework. Parents are encouraged to use the diary for communication between teachers and themselves. Students are encouraged to set themselves goals for work to be done each night, eg; revision, research for assignments, extra reading, etc. If a student is spending excessive time doing homework or becomes stressed about the work that is set, parents are asked to make contact **with the Class teacher, PCG Tutor or the House Coordinator**, using either a note in the diary (for Primary) or by telephone message (preferred method of contact for Secondary).
The following are recommended homework guidelines over five nights:

<table>
<thead>
<tr>
<th>Year</th>
<th>Recommended time per night</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Years 2 – 5</td>
<td>15 – 30 minutes</td>
</tr>
<tr>
<td>Years 6 &amp; 7</td>
<td>30 – 45 minutes</td>
</tr>
<tr>
<td>Years 8 &amp; 9</td>
<td>90 minutes</td>
</tr>
<tr>
<td>Year 10</td>
<td>150 minutes</td>
</tr>
<tr>
<td>Years 11 and 12</td>
<td>Minimum of 3 hours</td>
</tr>
</tbody>
</table>

**ICT AND eLEARNING**

**ICT HELPDESK**
The ICT HelpDesk is located on the Mirrabooka Campus in the ICT Centre. It is open every school day. Students needing ICT assistance can seek help during the opening times. Visiting the Helpdesk during class times is only permitted with the classroom teachers’ permission. ICT Centre Staff also provide help desk advice and on-site call out assistance for staff members and students at the Beechboro Campus.

ICT HelpDesk Hours of Operation - 8.00am – 4.00pm

ICT Support outside these hours can be sought by emailing: ITSupport@jsracs.wa.edu.au

The ICT HelpDesk is closed to students during PCG 2.

**DEPARTMENT OF LIBRARY AND CURRICULUM SERVICES**
The Libraries at Beechboro and Mirrabooka provide students with access to fiction and non-fiction books, online and print reference materials, magazines, charts, internet, educational software, a place to study and associated services such as printing, photocopying, laminating and binding. Additionally, Secondary students may borrow equipment including laptops, cameras, CD players and projectors.

**Library Hours:**
8:15am – 4:00pm, Monday to Friday - Primary
7:30am – 6:00pm, Monday to Thursday and 7:30am – 4:00pm Friday for Secondary students for study purposes, homework or reading (not games).

**Borrowing for students in Pre Kindy – Year 1**
1 item at a time for one-week loan.
Resources must be carried in a JSRACS library bag.
It is possible to renew an item provided it is not reserved by another student.

**Borrowing for students in Years 2**
Up to 2 items at a time for one-week loan.
Resources must be carried in a JSRACS library bag.
It is possible to renew an item provided it is not reserved by another student.

**Borrowing for students in Years 3 - 6**
Up to 3 items at a time for one week loan.
Resources must be carried in a JSRACS library bag.
It is possible to renew an item provided it is not reserved by another student.

**Borrowing for students in Years 7 - 12**
Up to 5 items at a time. These may be borrowed for the following duration:
- Library items (2 weeks)
- Class set resources (1 term)
- Textbooks (1 year)
Resources for high demand topics may be restricted.

Lost resources
Students are responsible for all materials borrowed in their name and the exact copy of any class set allocated to them. Students will pay replacement costs if resources are lost or damaged. DO NOT let anyone else have your student card or resources borrowed in your name.

Rules of the library
Students using the Library are expected to abide by the following rules:
- No Food or Drink in the Library, the doorway to the Library or the Library foyer.
- No Bags in the Library or the doorway.
- Activity in all areas of the library must be constructive and considerate.
- Do not move tables or chairs unless requested by a staff member.
- Leave the Library clean and tidy with resources correctly shelved.
- All resources leaving the Library must be booked out correctly using your student card.

Photocopying and Printing
Printing for school work is permitted. Students should not print pages directly from the Internet. Instead, make notes with a pen or copy the information you need to a Word document and then print. (One page only)

Colour printing is available at 20c per A4 page and 40c per A3 page. Students can access colour printing by debiting their student SmartRider card. No cash printing is possible. Money for printing can be loaded on Student ID Cards at either the Mirrabooka or Beechboro Administration Offices, see page 36 for details of how this may be done.

Plagiarism & Copyright:
Details of rules and procedures relating to Plagiarism and Copyright, Computer, Internet Usage and Policies and student responsibilities can be found in Appendix 2.

LOCKERS - (Years 7–12)
All students in Years 7 – 12 are allocated a locker with a locker code. The student is responsible for the locker and ensuring the locker code is kept secret.

Lockers may only be accessed before the start of the school day, at recess and lunchtime and the end of the school day.

Students are not permitted to go to lockers during class times or between classes. The exception to this is Physical Education students who may go to lockers between classes to collect their Physical Education uniform.

Every student has a locker and school bags must remain inside the student’s allocated locker during the school day, except when students have Physical Education.

Any damage to or problem with a student locker must be reported to the House Coordinator. **Significant sums of money and valuable items should be left at Student Administration.**

LOCKERS – Music
Students who have hired a musical instrument from the School and those students who bring their own instrument to School for tuition or who are band members, may apply for the use of a limited number of music lockers. Lockers will be issued to students by the Head of Music. An application form will be completed by the student and held on file by the Head of Music.

LOST PROPERTY
Any items found on campus should be handed in at the Primary, Middle School or Secondary Student Administration Office, Mirrabooka or the Main Reception at Beechboro. Students may check for misplaced items at any of these locations during recess, lunchtime and after school.
All personal property must be clearly identified. No student has the right to interfere with another’s property and School equipment should be used responsibly.

Any damage to property or equipment must be reported immediately. It is preferable that students do not bring valuable personal items to School. The School does not accept any liability for the loss of student property.

Confiscation of Property
On occasion, items which are inappropriate to have at School or which are permitted but which are not being used appropriately may be confiscated by a staff member, e.g. other items of jewellery, iPods, mobile phones, etc. Staff members label these items and deliver them to Student Administration for safe-keeping as soon as their timetable permits.

Students may collect their belongings from Student Administration at a time negotiated with the appropriate staff member.

Mobile phones used or that are visible at School will be confiscated by a staff member. Student Administration/Beechboro Reception will contact the student’s parents to advise of the confiscation and that a parent is required to collect the phone at their convenience.

While due care is taken with these items, no responsibility for loss or damage will be accepted.

MEDIC ALERT AND MEDICAL EMERGENCY RESPONSE PLANS
Medical conditions of significance relevant to the care of your child should be updated in Consent2Go. From this information, the Associate Principal Pastoral Care or delegate will liaise with the parent/guardian to ascertain the severity of the condition and the best way to manage it while the student is at School.

If the condition is life-threatening, the parent/guardian is to provide an Action Plan from a doctor. The necessary information will be distributed to the appropriate staff. The School strongly advises that the student wear a registered Medic Alert bracelet while at School or any School associated function. Application forms for Medic Alert bracelets are available from the School Office.

The School is continually updating the register of students requiring Medic Alert status. It is critical that the information the School has regarding your child is current and relevant. Please ensure you update your child’s medical details in Consent2Go if the medical status of your child changes.

OUT OF SCHOOL CARE PROGRAMME
This programme is operated by the School for any students in Kindergarten to Year 7. There are three components:

- **Before School Care** - 7.00am – 8.30am each weekday (each student school day).
- **After School Care** - 3.30pm – 6.00pm each weekday (each student school day).
- **Vacation Care** - 7.00am – 6.00pm each weekday (operates during all student school holidays except the defined Christmas/New Year and Public holidays break).

The Before and After School Programme and Vacation Care Programme operate on both campuses. Further information regarding these Programmes can be obtained from either the Beechboro or Mirrabooka campus office. Separate fees are payable for these Programmes.

Students from K – Year 6 who are at School before 8.25am and after 4.00pm will be placed in Before School or After School Care as general staff supervision in the grounds does not occur outside these times. The relevant Out of School Care fee will be charged to parents/guardians for this service.
THE CONNECT NEWSLETTER
Two editions of the Connect Newsletter are published to the School’s website each term. This is the official form of communication between the School and parents in order to keep them informed and to give notice of forthcoming events. It is essential that parents read The Connect Newsletter carefully. Parents will be advised via email when each edition has been uploaded to the School’s website. [https://www.jsracs.wa.edu.au/school-publications/](https://www.jsracs.wa.edu.au/school-publications/)

DAILY NOTICES
For Secondary students daily Notices are used to inform students of events that will be taking place during the school day. Notices are read out every morning in PCG to keep students and staff informed as to what is happening around the School. Daily notices are updated each afternoon and students and parents can also access the Daily Notices on SEQTA, both at school and from home, at any time.

REPORTING TO PARENTS
(Pre-Kindergarten to Year 6)
In Pre-Kindergarten to Year 6, formal reports are uploaded to SEQTA Engage at the end of Semesters 1 and 2. At every year level from Kindergarten through to Year 6, parents have the opportunity twice per year to view student work across the range of learning areas through parent/student interactive evenings as well as performance based occasions covering the creative domains of the curriculum.

Formal interviews are scheduled for Terms 1 and 3, but parents and teachers may request interviews throughout the year as needed.

(Years 7 – 12)
An interim report is uploaded to SEQTA Engage just before the end of Term 1 and formal reports are uploaded to SEQTA Engage at the end of Semesters 1 and 2. Interviews with parents are held at the end of Term 1 after the Interim report has been received, but parents and teachers may request interviews throughout the year if any concerns arise.

SCHOOL COLOURS AND HONOURS
Colours and Honours provide formal recognition of the significant contribution that individual students make to John Septimus Roe Anglican Community School.

These are awarded to students who have demonstrated a high order of ability in the particular activity in which they are engaged and brought credit upon that activity and the School. The student must have been involved in the majority of opportunities offered in the activity and displayed a concern for the work of others, dedication to the task at hand and humility in attainment.

Colours are awarded to students who have made an outstanding contribution in any of four areas – House, Academic, Sport and Co-Curricular (e.g. Music, Drama). Usually students in Years 7 - 12 are eligible to be awarded Half Colours. Students in Years 10, 11 and 12 are eligible to be awarded either Half or Full Colours.

Honours are awarded to students in recognition of an outstanding effort and/or achievement over an extended period of time. They are awarded only to a student who has already been awarded Full Colours in that particular activity.

Colours and Honours are awarded to a student by the Principal on the recommendation of staff. Recipients of these awards have their school blazer decorated with the appropriate embroidery. In addition, students receiving Honours are presented with a School Honour Tie.

SCHOOL DAY
The normal school day at each campus is –
SCHOOL CALENDAR
The School Calendar can be found on the JSRACS website in the News and Events section. The calendar is updated throughout the year. The School is a busy place and has many events; therefore all parents/guardians are strongly encouraged to subscribe to the school calendar.

SCHOOL HOURS AND SUPERVISION OF STUDENTS
Primary classes commence at 8.45am and end at 3.30pm, Secondary classes commence at 8.40am and end at 3.30pm Monday to Friday. The School Library is open to Secondary students from 7.30am. At all other times outside these, the grounds and buildings are out of bounds to all students unless they are participating in an official before or after school activity. Library opening times can be found on page 20.

General supervision of students will be provided ONLY between 8:25am – 4.00pm. No responsibility will be taken by the School, for the consequences of any student(s) activities on or in School property outside these hours. Students from K – Year 6 who are at School before 8.25am and after 4.00pm will be placed in Before School or After School Care. The relevant Out of School Care fee will be charged to parents/guardians for this service.

Parents are asked to assist in this matter, in the interest of student safety, by ensuring students do not enter or remain in the precincts of the School outside the stipulated times. Special arrangements for the supervision of students will be made in relation to authorised School activities that require student attendance at the School outside the normal School hours, eg sports, detentions, etc.

Playground Supervision
Playground supervision is provided from 8:25am until 4:00pm. Students should not arrive at School before 8:25am (unless they intend to visit the Library which opens at 7.30am for Secondary students and 8.15am for Primary students) and should leave the School as close to the dismissal time as possible.

STUDENT ADMINISTRATION OFFICE
At the Mirrabooka Campus, the main public Reception area is separate from the Student Administration Offices.

Students are attended to, in relation to administration matters, from the Student Administration Offices.

Parents of Middle and Secondary students should report to the main public Reception area in the Administration building and not visit the Student Administration areas.

Parents of Primary students at the Mirrabooka campus should report to Primary Student Administration which is located in the Primary School building.
At the Beechboro Campus, the Student Administration Office and the main public Reception area are one and the same.

**SCHOOL OFFICE**
Office matters can be handled at either campus so you should contact the office most convenient to you. Account matters are handled at the Mirrabooka Office.

The School Office locations and office hours are as follows –

**Mirrabooka Campus**
Cnr Boyare and Mirrabooka Avenues, Mirrabooka  
Phone:  9247 2242       E-Mail:  info@jsracs.wa.edu.au  
Fax:  9247 2337       Website:  www.jsracs.wa.edu.au

Hours during term time:  8.00am – 4.30pm  
Hours during School holidays 9.00am – 4.00pm

The Administration office closes one week after the end of Term 4 and reopens approximately two weeks prior to the commencement of Term 1 each year.

**Beechboro Campus**
Blackboy Way, Beechboro  
Phone:  9247 2242       E-Mail:  info@jsracs.wa.edu.au  
Fax:  9377 5225       Website:  www.jsracs.wa.edu.au

Hours during term time:  8.00am – 4.00pm  
The office is closed during School holidays.

The Office closes on the last day of Term 4 and reopens on the first day of Term 1 each year.

**SCHOOL UNIFORM SHOP**
The School Uniform Shop, situated on the Mirrabooka Campus, is open during school terms as follows:  
Monday  8.00am – 11.00am  
Tuesday  1.00pm – 4.30pm  
Wednesday  8.00am – 11.00am  
Thursday  1.00pm – 4.30pm

School holiday opening times are advertised on the School’s website. The Uniform Shop can be contacted on 9247 2242. Uniform Shop information sheets and price lists can be obtained at any time from the Administration Office, the Uniform Shop or the School website.

**SCHOOL RULES (GENERAL)**
School Rules for both Primary and Secondary are reviewed for the beginning of each year and are clearly displayed and understood by all students. There is not a precise rule for every situation. The rules need to be applied with common sense.

In observing the rules, members of the school community should always be considerate of the rights of others as a guiding principle and should try to conduct themselves and carry out their activities in a manner which is in keeping with Christian principles. Cooperation in standards of behaviour, courtesy and appearance is expected from everyone.

For your information, the School Rules that your child receives are listed below. Your support in these matters would be appreciated.
Daily Routines:
1. Students are to line up quietly outside of the classroom at the start of a class until told to enter the room by a teacher.
2. Classrooms are out of bounds to students during recess and lunch times, except when given specific permission by a teacher (who will stay in the room with them).
3. Food and drink may only be consumed outside of classrooms, and only in designated areas. (Students have permission to bring personal water bottles into class, and to drink water from their own bottle.)
4. Secondary students are only permitted to go to their lockers before school, at recess, lunch and the end of school.
5. Bags are not permitted in the Library during school hours. Only students doing private study before or after School are permitted to bring their school bag into the Library.
6. Students are not permitted to run or play chasing games or ball games in the building area, lawns or on the pathways for safety reasons. Running and ball games must take place on the school ovals, courts and other areas set aside for these purposes. Ball games may only be played in the areas provided, ie on the ovals and hard courts. Grassed areas around the School are not to be used as thoroughfares between classes, though students may sit on the lawns during recess and lunch. When moving about the School, staff and students are to keep to the paths.
7. Litter must be placed in the bins provided. Students are required to leave benches and the areas where they have been sitting or playing, free of litter particularly after recess and lunch break.
8. Students are not to go into any area that is out of bounds. These designated areas are drawn to the attention of students and may change from time to time. Primary Class Teachers and Secondary PCG Tutors will notify students of any changes.
9. The only visitors permitted on the school grounds are those who have an appointment in Administration for official school business. All visitors (other than parents collecting or dropping off students or attending an assembly) must wear a visitor’s identification badge which can be collected from the Main Administration.
10. Bicycles must be padlocked in an approved bicycle rack.
11. Cyclists must wear safety helmets whilst riding to and from School.
12. Secondary students may only bring and park motor vehicles and motor cycles at School if allocated a parking permit.
13. Students catching buses must line up in an orderly manner in the assigned areas.
14. All personal belongings including books and other equipment are to be kept in lockers. School bags should be inside lockers and left there throughout the school day. School bags are not to be taken to classes unless a student requires a change of clothes for a particular class.
15. Money and valuables are not to be left in lockers overnight. The School is not responsible for the theft of valuables from lockers. Valuables should remain at home.
16. Radios, CD players, iPods, MP3 players, electronic games, laser pointers, skateboards and other similar toys or electronic equipment must not be brought to School, unless associated with a class activity and specific permission, accompanied by a note, has been given by a teacher.
17. All breakages and damage to school property must be reported to the duty teacher immediately.
18. Chewing gum is not permitted.
19. Liquid paper and whiteout pens are not permitted.
20. Thick felt tip pens and markers are not to be brought to School. Where needed in art, they will be provided by the class teacher. They may not be used outside of the art area.
21. All items of school uniform and equipment should be marked with the full name of the student.
22. Graffiti is not permitted on any part of the school uniform, including the school cap and student diary.
23. Students are required to wear a School hat at all times when they are in uniform and exposed to the sun for extended periods.
24. Students must wear their uniform correctly, and must observe all rules regarding school bags, jewellery, hair, make-up, nail polish, shoes and socks. (See Uniform Requirements.)

25. The use of mobile phones by students is not permitted during the School day. To clarify our position, the mobile phone policy is printed below:

**Mobile Phone Policy**

Telephone calls of an urgent nature should be made at Student Reception and students at Beechboro are to go to the School Office. There should be no necessity for students to use a mobile phone during school hours. However, it is acknowledged that some families may request that their children carry a mobile phone for security/family and/or health monitoring reasons.

Under these circumstances, students will be permitted to bring a mobile phone into the School providing:

- it is turned off and not visible during the hours of 8.40 am – 3.35 pm for secondary students;
- phones are handed to class teachers by 8.30 am and will be returned to the students at 3.30 pm for primary;
- mobile phone use is only permitted outside of school hours.
- students are not to take mobile phones on school camps and excursions unless the express permission of the supervising teacher is given.

School insurance policies do not cover mobile phones.

Students who use their phone whilst at school will have it confiscated by a staff member. Student Administration will contact the student’s parents to advise of the confiscation and that a parent is required to collect the phone at their convenience.

**Secondary Student Use of iPods/MP3 Players on the School Campus:**

Parents and students are reminded that there is restricted use of iPods/MP3 players at School. The following guidelines for use of iPods/MP3 players are outlined below.

- Years 7 - 12 students may use iPods/MP3 players for specific use in a course class that requires students to do so (English, Dance, Media and Information Technology).
- Years 11 and 12 students may use iPods/MP3 players when working independently as a private study student in a class or a special programme class.
- Years 7 - 12 students may use iPods/MP3 players in the Library when they are using this facility after school for private study.
- A single iPod/MP3 player can only be used by one student with no sharing of headphone/earpiece sets. Sound from iPods/MP3 players should not be audible to others.
- iPods/MP3 players are not to be used in any other situations on the School campus during the normal school day.
- iPods/MP3 players are not allowed to be used at any time in the Primary School.

iPods/MP3 players are to be kept in lockers when not being used in any of the situations outlined above. Students using iPods/MP3 players outside of the allowed situations will have the player confiscated. For a first offence, a student will be able to collect the player from Student Reception at the end of the school day. For a second offence, parents will be required to collect the player from Associate Principal Pastoral Care via the School Office.

**SCHOOL TRAFFIC ROUTES**

Vehicular and pedestrian traffic around the School at the beginning and end of each day is very heavy and the risk of injury to students is ever present. Please drive carefully – **drive slowly in accordance with the speed restrictions and with the utmost care.**
The School cannot provide sufficient parking for all parents to drive their children to School. Parents are encouraged to car pool. Parents are also asked to ensure their children use public transport and the Special School Buses wherever possible or ride their bicycle or walk to and from School where these options are possible.

If this is not possible and you must drive your children to and from School, you are asked to set down and pick up only. Do not park and escort your children to their classroom (except Pre-Kindergarten and Kindergarten children), and do not arrive too early and park and wait for your children.

Details of the traffic routes that apply for each campus are shown in Appendix 9 for Mirrabooka and Appendix 10 for Beechboro.

Please follow the directions indicated, do not linger unnecessarily in the car park or driveways, drive slowly and keep a look out for students!

**ACCESS TO MIRRABOOKA ADMINISTRATION**

Parents wishing to visit the Administration Building should use the Main Boyare Avenue entrance and use the visitors bays (near the Administration Building) marked for this purpose. There are two specifically labelled Disabled Bays for those with the relevant permits to use in front of the Uniform Shop. **Parents must not park in this area waiting to collect their children prior to the end of the school day and between the peak period of 3.30pm and 4.00pm, nor encourage their children to wait to be picked up from this area.**

**SET DOWN AND COLLECTION OF STUDENTS**

The School has developed particular traffic routes for the safe set down and collection of students before and after School. Parents should note that there is significant traffic movement in the period immediately before and immediately after School each day.

Patience, tolerance and care must be exercised to ensure the set down and collection areas work properly. **Under no circumstances may parents park in staff parking areas.**

**Mirrabooka Campus**

All students must be set down at and collected from the designated areas which are accessed from Thyme Court or Mirrabooka Avenue.

No students are permitted to be set down at, or collected from, the main entrance roundabout on Boyare Avenue.

Special parking bays have been arranged for Kindergarten student set down and collection in the Vietnamese Church car park next to the School in Thyme Court.

All students must be set down from 8.25am but before 8.40am and collected by 4.00pm. Primary students set down before 8.25am or not collected by 4.00pm are transferred to the Out of School Care Centre and a sessional fee is incurred for attendance at the Out of School Care Programme.

**Collection of students from Out of School Care and students who are collected after 4.00pm** is to occur via the main entrance gates on Boyare Avenue with parking available in front of the Administration Building. Path access to the OSC Centre is on the east side of the Main Administration Building. At no time should students be dropped off or picked up on the roundabout.

**Beechboro Campus**

All students in Years 1 – 6 must be set down at, and collected from, the designated area which is accessed from Beechboro Road.
Pre-Primary student set down and collection is accessed via the car park off Blackboy Way. Pre primary parents are not to park in this car park, or to leave their car unattended in the queue. The parking bays are available for Pre-Kindergarten and Kindergarten students for drop off and collection purposes only.

All students must be set down after 8.25am but before 8.40am and collected by 4.00pm. Students set down before 8.25am or not collected by 4.00pm are transferred to the Out of School Care Centre and a sessional fee is incurred for attendance at the Out of School Care Programme.

Collection of students from Out of School Care and students who are collected after 4.00pm is to occur via the main entrance gates on Blackboy Way with parking available in front of the Out of School Care building. At no time should students be dropped off or picked up in this carpark.

SCHOOL UNIFORM AND PERSONAL PRESENTATION
The uniform is a sign of identity and belonging with the School and should be worn with pride. Each student is expected to be properly attired in full uniform whilst at the School, travelling to and from the School, and when representing the School at external functions and events.

Students are expected to take pride in their personal appearance, to be neatly attired and well groomed.

- The School Uniform is to be worn at all times unless otherwise informed.
- Year 12 students may wear their leavers jackets on Thursdays and Fridays in Term 2 and Tuesday to Friday in Term 4, unless there is an official school occasion.
- Uniforms should be ironed and neatly presented.
- Shirts are to be worn tucked in.
- Uniform dresses and skirts are to be knee length.
- Missing buttons and tears are to be mended.
- Hair that is collar length or longer must be fully tied back.
- Hair that is obviously streaked, tinted or dyed, or is a colour not natural to the student, is not acceptable.
- The School blazer is worn by students in Years 7-12 during Term 2 and 3 and for all formal occasions.
- Extreme and untidy hairstyles are not permitted.
- Hair accessories are to be plain and to be either garnet or black.
- Coloured nail polish, fake nails and make-up are not permitted.

Students who for any reason are unable to wear the complete, and correct school uniform must bring a note of explanation to the relevant House Coordinator before school starts on that morning, or the parent/guardian must telephone the relevant House Coordinator before the student arrives at school. The wearing of the School's sports uniform is not an acceptable alternative. Students who attend school incorrectly dressed without an acceptable explanation will receive a detention.

Under no circumstances should a student go to class out of uniform unless they have a pass from the relevant House Coordinator. Parents and guardians may be telephoned and asked to either bring the correct uniform to school or to collect the student and take him/her home to be changed. The student may be excluded from classes if the student is unable to change into the correct uniform.
Hair

- All long hair is to be tied back with a garnet hair tie and/or a garnet scrunchie or ribbon. Thin black hair elastic is also permitted.
- Primary students are permitted to wear hair accessories which correlate with their House colour on days when their class has Sport, House Activities and Sport Carnivals.
- Students should not have any hair falling across their eyes or face.
- Long fringes are to be clipped back with plain garnet, black or dark brown hair clips. Decorated or fashion hair clips and accessories are not permitted.
- Students are to maintain their own natural hair colour.
- Hair is to be cut no shorter than a number “2”.
- Students are also reminded that patterns and shapes are not to be shaved or cut into hairstyles.
- Untidy “mop” or dreadlock styles are not acceptable.
- Male students are to be clean-shaven at all times.

In matters of dispute regarding uniform appearance and hairstyles, the Principal's ruling will be final.

Jewellery

The following items of jewellery are the only items of jewellery permitted to be worn with the School Uniform:

- One pair of plain gold or silver piercing studs or piercing sleepers symmetrically placed in the low part of the lobe of the ear.
- Males are permitted to wear one earring instead of one in each ear if they prefer.
- Studs may be fitted with a small clear or coloured stone.
- One wrist watch mounted on a plain band.
- One gold or silver necklace which has a gold or silver cross or religious medallion.
- Students need to note that it is not acceptable for them to wear extra earrings in existing piercings or any other ornaments in the form of facial piercings.

Students are able to wear clear blanks in piercings that are not fully healed. They are not allowed to wear spacing studs that create an enlarged hole in the ear lobe or elsewhere. Failure to comply with these regulations may result in exclusion from class or school until the matter is remedied.

Make-up

No make-up or nail polish is to be worn with the School Uniform.

Caps/Hats

Students are required to wear their school cap or wide brimmed hat at all times when they are in uniform and exposed to the sun for extended periods. A “no hat no play” policy operates for students who want to play on the ovals. The navy blue school legionnaires cap or school wide brimmed hat is to be worn by K – Yr 2 students and Yrs 3 – 12 are required to wear a navy blue school cap/legionnaires cap or school wide brimmed hat.

Skirt and Dress Lengths

- Skirts/dresses should be knee length - hems should not be taken up unless the length is below the knee. Dresses/skirts should be worn sitting on the waist and waist bands must not be rolled.
- If a hem is taken up it must be no shorter than the top of the knee, and it must be adjusted as the student grows so that the length is either as per the manufactured length, or to the knee.
- If a student is of a height where the manufactured length is above the knee then that is permitted, as long as it is not excessively short, but hems should not be shortened to make them shorter than knee length.
- Longer lengths are permitted, but must be within knee region and not excessively long.
• Secondary students are not permitted to wear Primary “child sizes” if the skirt is not long enough to reach the knee.
• The Uniform Shop stocks two lengths of most sizes of the summer dress to cater for the taller slender girls in the secondary school, parents need to ensure that they purchase a dress of adequate length to start with.
• For girls requiring longer lengths in either the dress or the skirt, or other adjustments to sizing so that the garment fits adequately, parents should liaise with the uniform shop staff who may be able to arrange for a longer/better fitting garment to be made.

Shoes
• Footwear is to be low heeled, lace-up, plain, black polished college shoes.
• The height of the heel should be less than 28mm (at the back of the shoe).
• Years 3-12 students are not permitted to wear ‘Mary Jane’ style shoes.
• John Septimus Roe Anglican Community School regulation sandals, without socks, may be worn by students in Kindergarten to Year 6 as an alternative in Terms 1 and 4.
• Primary sport shoes should be predominantly white (no fluoro) with white laces.
• For secondary sport shoes should not be fluoro.

Undergarments
• During cold weather, a plain white under shirt may be worn. Long sleeved under shirts are not to be worn under the school uniform except for those who do so for religious beliefs.
• In Terms 2 and 3 students are expected to wear opaque black tights. The School Uniform Shop keeps a supply of stockings which can be purchased during the Uniform Shop trading hours.
• If a students’ stockings are laddered or have holes in them, the student will be asked to purchase a new pair. Keeping a spare pair of stockings in the student’s bag is recommended.

Sports Uniform Year 7 to 12
• Students should not arrive at school in sporting uniform. The only exception to this is when a HPE staff member has arranged for Outdoor Education or PE Studies students to do so due to off campus commitments.
• If students do arrive at school in their Sports uniform and there is no legitimate reason, they will be referred to their House Coordinator and will incur a uniform detention.

Casual Dress Days
On casual dress days, students are required to dress in accordance with the School’s published standards in order to participate in the day’s program and activities. The School’s expectations of such occasions are published in the daily notices prior to the event.

Excursions
Students would normally be expected to wear their full school uniform on excursions. However, should there be a need for students to wear the sports uniform, they will be advised by the coordinating staff.
Specialist Uniform Requirements

JSRACS Dance & Drama Students Year 10 to 12
Black T-shirt with Dance and Drama Logo
Long sleeve white rash top
Chefs Jacket and hat and other hospitality uniform as per the requirements of the RTO.
(These items are not sold at the Uniform Shop)
Boys: Black Trousers, Black Shirt, Tartan Vest, Black socks (not sold in the Uniform Shop)
Girls: Black Slacks, Black Shirt, Tartan Vest, Black socks (not sold in the Uniform Shop)

Outdoor Education Year 10 to 12
Hospitality Students Year 11 and 12
Chefs Jacket and hat and other hospitality uniform as per the requirements of the RTO.
(These items are not sold at the Uniform Shop)

JSRACS Band and Choir Students
Boys:  Black Trousers, Black Shirt, Tartan Vest, Black socks
Girls:  Black Slacks, Black Shirt, Tartan Vest, Black socks (not sold in the Uniform Shop)

Uniform Requirements

Kindergarten and Pre Primary
- Grey or white school polo.
- Garnet sports shorts.
- Predominantly white sports shoes and white ankle socks or blue sandals for girls and brown sandals for boys. (no fluoro)
- Navy blue school legionnaires cap or school wide brimmed hat.
- Primary school blue tracksuit.
- Official school bag / Library bag / Art shirt.
- Pre-Primary require school bathers for swimming in Term 4

Years 1-6
Summer Uniform Terms 1 and 4

Boys
- School grey shorts
- White short sleeved school shirt with pocket crest
- Brown sandals or black lace up shoes with school grey ankle socks
- White school polo and garnet sport shorts (Yrs 1 & 2 have the option to wear white or grey polo shirts)
- House colour polo
- School bathers PP-6
- Yrs 1&2 - Navy blue school legionnaires cap or wide brimmed school hat
- Yrs 3-6 – Navy blue school cap/legionnaires cap or wide brimmed school hat
- Predominantly white (no fluoro) sports shoes with white laces and white sports socks
- Primary blue school tracksuit
- Official school bag
- Library bag
- Desk mat

Girls
- Primary style dress. Girls in Year 6 may wear the Secondary style dress in Term 4 if they need to purchase a new dress.
- Years 3-6 have the option to wear school grey shorts and white short sleeved school shirt with pocket crest.
- Blue sandals or black lace up shoes with white plain fold down ankle socks
- White school polo and garnet sport shorts (Yrs 1 & 2 have the option to wear white or grey polo shirts)
- School bathers Years PP-6 (1 or 2 piece)
- Yrs 1&2 - Navy blue school legionnaires cap or wide brimmed school hat
- Yrs 3-6 – Navy blue school cap/legionnaires cap or wide brimmed school hat
- House colour polo
- Predominantly white (no fluoro) sports shoes with white laces and white sports socks
- Primary blue school tracksuit
- Official school bag
- Library bag
- Desk mat
Years 1-6

Winter Uniform Terms 2 and 3

**Boys**
- School grey winter weight shorts
- White short sleeved school shirt with pocket crest
- Black lace up shoes with school knee high socks
- School jumper
- School tartan tie
- White school polo and garnet sport shorts (Yrs 1 & 2 have the option to wear white or grey polo shirts)
- Primary blue school tracksuit
- Yrs 1&2 - Navy blue school legionnaires cap or wide brimmed school hat
- Yrs 3-6 – Navy blue school cap/legionnaires cap or wide brimmed school hat
- Navy spray jacket
- Predominantly white (no fluoro) sports shoes with white laces and white sports socks

**Girls**
- School tartan skirt or school grey shorts
- White school shirt with pocket crest
- Black lace up shoes and black tights or white plain fold down ankle socks
- School jumper
- School tartan tie
- White school polo and garnet sport shorts (Yrs 1 & 2 have the option to wear white or grey polo shirts)
- Primary blue school track suit
- Yrs 1&2 - Navy blue school legionnaires cap or wide brimmed school hat
- Yrs 3-6 – Navy blue school cap/legionnaires cap or wide brimmed school hat
- Navy spray jacket
- Predominantly white (no fluoro) sports shoes with white laces and white sports socks.

Years 7-9

Summer Uniform Terms 1 and 4

**Boys**
- School grey shorts
- White short sleeved school shirt with pocket crest
- Black lace up shoes with school grey ankle socks
- Navy school hat
- White school polo with garnet sport shorts
- Appropriate sports shoes (not fluoro) with white sport socks
- House colour polo
- School bathers if part of the School team

**Girls**
- Secondary 7-12 style dress
  - Girls in Year 7 may wear their Primary style dress providing it is the appropriate length.
  - Or
- School grey shorts and white short sleeved school shirt with pocket crest
- Black lace up shoes with white plain fold down ankle socks
- Navy school hat
- White school polo with garnet sport shorts
- Appropriate sports shoes (not fluoro) with white sport socks
- House colour polo
- School bathers 1 piece – if part of the School team

Winter Uniform Terms 2 and 3

**Boys**
- School grey long trousers
- White short sleeved school shirt with pocket Crest
- Black lace up shoes with school grey ankle socks
- White polo and garnet sport shorts
- House colour polo
- Appropriate sports shoes (not fluoro) with white sport socks
- School tartan tie
- School blazer
- School jumper
- School garnet tracksuit
- Navy school hat

**Girls**
- School tartan skirt or grey school trousers
- White short sleeved school shirt with pocket crest
- School tartan tie
- Black lace up shoes
- Black tights or white plain fold down ankle socks
- White school polo with garnet sports shorts
- Appropriate sports shoes (not fluoro) with white sport socks
- House colour polo
- School blazer
- School jumper
- School garnet tracksuit
- Navy school hat
Years 10 - 12
Summer Uniform Terms 1 and 4

Boys
- School grey shorts or grey trousers
- Striped Seniors’ short sleeved shirt
- Black lace up shoes with school grey ankle socks
- White school polo and garnet sport shorts
- House colour polo
- Navy school hat
- School bathers if part of the School team
- Appropriate sports shoes (not fluoro) with white sport socks

Girls
- Secondary 7-12 style dress – refer to the Skirt and Dress lengths information under Personal Presentation, for required dress length.
- Or
- School grey shorts and striped Seniors school shirt with pocket crest
- Black lace up shoes with white plain fold down ankle socks
- Navy school hat
- White school polo and garnet sport shorts
- Appropriate sports shoes (not fluoro) with white sport socks
- House colour polo
- School bathers 1 piece - if part of the School team

Winter Uniform Terms 2 and 3

Boys
- School grey long trousers
- Striped Seniors shirt
- Black lace up shoes with school grey ankle socks
- White polo and garnet sport shorts
- House colour polo
- Appropriate sports shoes (not fluoro) with white sport socks
- School seniors tie
- School blazer
- School jumper
- School garnet tracksuit
- Navy school hat

Girls
- School tartan skirt or grey school trousers
- Striped Seniors shirt
- School Seniors’ tie
- Black lace up shoes.
- Black tights or white plain fold down ankle socks
- School blazer
- School jumper
- School garnet tracksuit
- White school polo and garnet sport shorts
- Appropriate sports shoes (not fluoro) with white sport socks
- House colour polo
- Navy school hat
SPORTING UNIFORM POLICY
The following aims to outline when students are permitted to wear their sporting uniform during school hours. Please note that ‘sporting uniform’ includes either the school PE uniform or team uniform allocated to students for playing season.

PRIMARY
If students have a sporting, dance or drama lesson prior to the recess break on any day, they are permitted to wear their PE Uniform to School, including their coloured House Shirt where relevant. They must bring their correct summer or winter uniform, or white sports shirt, as may be relevant to the particular day, to School and must change into their correct uniform for the day by the end of recess. Students who have any sporting, dance or drama classes following the recess break on any day, must wear their correct uniform for the day to School, and should bring their coloured shirt to change into for PE lessons.

In general, students should not arrive at School in the morning in a sporting uniform. The only exception to this is when a PE staff member has arranged for either Outdoor Education or PE Studies students to do so due to off campus commitments. If students do arrive at school in their Sports uniform and there is no legitimate reason they should be referred to House Coordinators and will incur a detention.

PE STUDIES & OUTDOOR EDUCATION CLASSES
- If students have a sporting lesson in Period 1, they are allowed to come to School in their PE uniform. It is the responsibility of PE staff to ensure students are dressed neatly in their full school uniform before their next class. Students are permitted to go home in their PE uniform if their class is during Period 5.
- If students involved NWAS or Champion Schools sport and their PE class is between Periods 3 and 5, they are permitted to wear their sports uniform during PCG2, Periods 4 and 5.
- If students don’t have any sporting commitments as mentioned above, then it is the responsibility of PE staff to ensure they are dressed neatly in their full school uniform, unless their class is during Period 5.

NWAS SPORT
- There are a number of NWAS teams which operate throughout semester one. Year 7/8’s on Tuesday and Year 9/10’s on Wednesday as per dates on school calendar.
- All students participating in NWAS Sport are permitted to change at lunch regardless of whether they are playing at home or away, thus enabling us to comply with constraints of travel and playing times.
  All away teams are permitted to leave class at 3.15 pm. Home teams complete the normal school day.

CHAMPION SCHOOLS SPORT
- Numerous teams operate over the course of the year in the Champion Schools Competition. These are mainly senior students (10-12) though some talented Middle School students can be part of these teams.
- Coaches will permit these students to change into their sporting uniform at recess or lunch depending on what time they are leaving to play. This allows us to meet with constraints of travel and playing times.
- The day on which these fixtures are played varies dramatically and most competitions operate on a negotiated day between competing schools, hence we cannot publicise the fact that these sports will be played on a set day as for NWAS fixtures.
- Coaches must always notify staff via email of students playing in these fixtures well in advance giving details of departure times etc. They must also ensure student names are forwarded to student administration along with departure details. Before leaving an absentee list of these students should also be given to student admin.
INTERHOUSE / INTERSCHOOL AND TRAINING MEETS:
- For such events including swimming, cross country and athletics students will be permitted to travel to and from school in their sporting uniform.
- For training meets students are permitted to change early.

TRAINING SESSIONS:
- Coaches of teams may organise students to train during lunch hours or before or after school.
- During lunch hours it is not policy for students to change as joggers are often sufficient.
- For early morning sessions and after school sessions students may train in appropriate attire (preferably the PE uniform). It is not policy for students to change at lunch for afternoon training sessions.
- After training sessions where students are required to attend the remainder of the School day, coaches must ensure students are given adequate time to change into their full school uniform and they should supervise that students do so.

SPORT
The School belongs to the Associated and Catholic Colleges (ACC) and North Western Associated Schools (NWAS). Both provide competition in a wide range of summer and winter sports at the secondary level. Competitive sport is played after school and usually involves practice one day a week and a fixture on another day. All students are very strongly urged to participate. Attendance at ACC athletics and swimming carnivals, as well as House Carnivals is compulsory.

SUN PROTECTION POLICY
Australia has the highest incidence of skin cancer with 150 000 new cases and 1 000 deaths recorded each year.

Skin damage, including skin cancer is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence.

As outlined in School Rule No. 23, students are required to wear their school cap or wide brimmed hat at all times when they are in uniform and exposed to the sun for extended periods.

The School also endeavours to ensure that students use broad spectrum, water resistant sun screen when exposed to the sun, as outlined in the Sun Protection Policy. Please see Appendix 3 for the full Sun Protection Policy.

STUDENT ATTENDANCE AT WHOLE SCHOOL EVENTS
The School’s policy is all students are expected to attend on days when there are major events such as sporting carnivals, Founders’ Day and Presentation Night. Students who choose not to attend on days such as this may not be allowed to attend activities such as year level socials and the School Ball. On days such as these, the School will insist on a doctor’s note for students who are sick, as would be expected for a student who was unable to sit an external examination. Any other excuse will not be acceptable.

STUDENT COUNCIL
The Student Council is made up of the Captains and Vice Captains of School, Arts, Sports, and the Houses, with the Prefects, Chapel Prefects and Year level Student Councillors from each House, as well as Middle School Captains and House Captains, and Primary School Captains, House Captains and Student Councillors. They are responsible for the leadership and assisting with the welfare and interests of the student body.

Primary Chapel Monitors and Secondary Chapel Prefects are responsible for Chapel and other religious services as directed by the Chaplain, Director of Pastoral Care or Director of Teaching and Learning.
STUDENT IDENTITY CARD / SMARTRIDER CARD
The card will be current for all of the time that you are enrolled at the School and can be used for the following:

- Borrowing from the School Library.
- Verification for student concession entry fees at relevant outlets.
- Purchasing from the School Cafeteria/Canteens and Café.
- Transperth concession travel.
- Colour printing.

How to put money on your SmartRider:
Transperth only - you can pay any bus or ferry driver, use Add Value Machines located at stations or by internet using BPays and the code located on the card. Should you have any queries you can contact Transperth on their Info line on 13 62 13.

You can also organise an Autoload which debits your account automatically once the card goes below a certain value. It also entitles you to 25% discount on your bus fares. You can access the information by going to: http://www.transperth.wa.gov.au/smartrider/using-smartrider/add-value-methods

How to use your SmartRider for Transperth travel:
Tag on by tapping your SmartRider on the processor when getting on any bus, ferry or entering any train station.

Tag off by tapping your SmartRider on the processor when getting off any bus, ferry or exiting any train station.

Please do not load money on for the Cafeteria / Canteens / Café / Colour Printing using the BPays code.

Cafeteria/Canteens and Café Purchases or Colour Printing:
Money can be loaded on for these services by the student at either Beechboro or Mirrabooka Administration Offices before and after school or during recess and lunch times. Money can also be loaded onto the Student ID Card by credit card over the telephone.

Card Replacement:
If your Student Identity Card is lost, damaged, stolen or defective please contact Main Reception at Mirrabooka or Beechboro immediately and complete the relevant form for a replacement card. The cost to replace your card is $5.00 and it takes approximately one week to process.

PRIVATE BUS TICKETS
Tickets for the School’s private bus services to Ellenbrook, Dianella/Bayswater, Dianella/Noranda, Landsdale, Whitfords and Intercampus travel must be purchased from either the Mirrabooka or Beechboro Main Administration Offices. Each ticket includes 10 rides.

STUDENT WELFARE
The School Psychologist helps with learning and other difficulties. The Psychologist can be contacted through the School Office.

TERM DATES
The term dates and other significant dates in the school year will be included with information published early in the year to parents and also on the School Website.

If you have queries about any of the information provided in the handbook please do not hesitate to contact the School Office on 9247 2242.
eLearning

The growth in the scope and importance of the Internet has made it necessary for the school to develop a comprehensive policy to guide student use. The following outlines the Student Internet Usage Policy.

Definitions

"JSRACS" - John Septimus Roe Anglican Community School.
"Filtering Software" - This is a computer program that checks all requested Internet sites for inappropriate content. This software may block some sites you try to access.
"Inappropriate Content" - This is text, pictures or other information which is either not relevant to schoolwork or represents some kind of potential nuisance or harm to students.
"Clear View" - This technology actively monitors all student Internet searches and online communication attempts to use chat and social media services. This is done as part of JSRACS's Duty of Care policies.

Things to be aware of before using the Internet at JSRACS

The Internet has become the most plentiful and current source of information and learning resources in many areas. Using the Internet is an important part of student learning. Students should focus on learning to use it efficiently and finding out about how it can help them.

Anyone can publish information on the Internet. Because of this a lot of information students will find is biased, inaccurate, out of date, or just not true. Students should not believe everything they read or see on the Internet without closely examining who published the information and why.

The Internet is not secure. Any information sent or received may be viewed or captured by others. All activities on the Internet at JSRACS can be traced to the login name from which they originate.

Although the School makes the Internet available to students for research, this does not mean that the School agrees with everything students might find.

A lot of learning time can be wasted by students who don’t know how to use the Internet properly, especially when searching for information. All students are encouraged to seek education or advice on the use of the Internet through their teachers.

HOW CONTENT FILTERING WORKS AT JSRACS

1. The filtering software checks all Internet traffic going in or out of the School. This software is updated daily with the latest classifications of Internet sites.
2. In addition to content categories, Internet sites may be blocked on an individual site basis.
3. Permission to use the Internet is granted via network login name. Every site accessed by students is recorded under their login name. The School can print reports of all the Internet sites accessed by each student.
4. Content filtering is applied in the same fashion on School owned devices as well as BYOD iPads.
5. Students may request a review of Internet sites blocked by the filtering software by speaking to their classroom teacher, who should make the request to unblock needed/appropriate content via the ICT Support ticketing system.
INTERNET USE REGULATIONS
1. Internet usage is a public activity similar to an excursion. Whatever JSRSCS students do on the Internet can be seen by others anywhere in the world. Students must avoid accessing sites or using the Internet in ways that might bring JSRACS into disrepute. Students must uphold the integrity and reputation of JSRACS in all their online activities.
2. Access to the Internet is provided to help students with learning. Students will use the Internet mainly for schoolwork related tasks. Non-school related usage should be minimised. If a student continually abuses their access, he/she may be subject to the penalties described in this Policy. The sites involved may also be blocked without notice.
3. Students must comply with all applicable country laws and regulations and must respect the legal protection provided by copyright and licenses with respect to programs, data and other created works. Plagiarism is not acceptable.
4. Students must not knowingly or maliciously use JSRACS Internet facilities to menace or harass another person.
5. Sensitive information must not be sent over the Internet or made available on the Internet. If students publish information about JSRACS or its students on any website, that action is also subject to this Policy.
6. Students should not reveal personal information about themselves or others including names, addresses, telephone numbers or credit card numbers.
7. Use of the Internet at JSRACS must not conflict with the values of the School.
8. Students receive automatic access to the Internet when their computer account is created. Access is granted by network login name.
9. Students must only use their own login name to access the Internet.
10. It is the student’s responsibility to prevent others from using their login name. Students may be held responsible for any actions performed under their login name.
11. No students are permitted to bypass the firewall, proxy server or filtering software or devise or implement any method for bypassing them for any purpose.
12. All occurrences of inappropriate usage not blocked by the filtering software will be blocked on a site-by-site or keyword basis as they are identified.
13. Students may request a review of a blocked site by communicating this to their teachers who then can follow the process of reviewing blocked websites.
14. ICT staff will regularly inspect reports of student Internet activity.
15. Access to Social Networking sites including, but not limited to services such as Facebook, Twitter, Pinterest, Tumblr, and Instagram is restricted and is against this policy. Any students found to attempt to gain access to these services during School hours will be subject to the penalties outlined below.
16. Any non-curriculum related material detected in student network storage areas (H, L, S: drives) that has been downloaded from the Internet may be deleted without notice.
17. Chrome on PCs and Safari on iPads are the only supported web browsers.
18. Internet based email services such as Gmail and Hotmail may only be used for curriculum related purposes and with the permission of a teacher in each instance.
19. Some sites or activities may be blocked if they use too much bandwidth.
20. Students who engage in inappropriate activities on the Internet or breach any aspect of this policy will be subject to the penalties described in this Policy.
21. The John Septimus Roe Anglican Community School Student ICT and Internet Usage Policy may not be altered without the express authority of the Principal.

PENALTIES FOR BREACH OF THIS POLICY
Penalties will be applied for breaches of this Policy. The sanctions imposed will vary from
- A verbal and written warning.
- Student’s internet access being withdrawn for a period of time by the Head of ICT & eLearning.
- Students Wi-Fi access on BYO devices may be withdrawn for a period of time.
• For repeat offences and serious misconduct, a permanent withdrawal of Internet and Wi-Fi access and/or disabling of a student’s computer account as determined by the Head of ICT & eLearning in consultation with the Associate Principals.

Notice of all action taken in relation to breaches of the Policy will be distributed to the PCG Tutor, House Coordinator, Associate Principal, parents or guardians and will be recorded on the Student's record.

The penalty imposed will be determined by the seriousness of the offence, as determined by the Head of ICT, eLearning & Library Services in consultation with the Associate Principals.

RESPONSIBILITIES

1. Students are responsible for ensuring that their use of Internet access is appropriate and consistent with ethical conduct, the values of the school and other requirements under this Policy. Students are also responsible for the protection of their login name and password and are not permitted to advise any unauthorised staff or students of this information.

2. Teachers endeavour to detect breaches of this Policy within their classes and notify the Head of ICT & eLearning of any such breaches.

3. The ICT Department takes all reasonable steps to ensure that, as far as possible:
   • Breaches of this Policy are detected through filtering software, other network management applications and strategies.
   • All computers with Internet access have the current version of the antivirus software.
   • All students with Internet access are aware of this Policy and understand the content of it.
   • All breaches of this Policy are addressed according to the Penalties section.
   • This Policy is kept up to date.
   • Assistance is provided to students with education on Internet usage where required.
SUN PROTECTION POLICY

PREAMBLE
Approximately, two in three Australians will be diagnosed with skin cancer by the time they are 70, with more than 750,000 people treated for one or more non-melanoma skin cancers in Australia each year.

Skin damage, including skin cancer is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sun spots, blemishes and premature aging. As few as 5-6 sunburns seems to increase the risk of skin cancer. Most skin damage and skin cancer is preventable.

Schools can help reduce the risk of skin cancer and the number of related deaths by encouraging all members of the school community to take effective measures.

AIM
The aim of this Policy is to promote among the students, staff, and parents of the School:

- positive attitudes towards skin protection
- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths, e.g. use shade, wearing of protective clothing etc.
- personal responsibility for decision-making about skin protection
- awareness of the need for environmental changes in the School to reduce the level of exposure to the sun.

Implementation Strategies for Sun Protection
In implementing the Policy, the School will:

1. increase where possible, the amount of shade within the School grounds by planting trees and building pergolas and shelters.
2. incorporate in the School curriculum, appropriate educational programmes which focus on skin cancer prevention.
3. encourage positive role-modelling of ‘sun wise’ behaviour by all members of staff; teachers, administration, grounds and maintenance.
4. require that all members of staff and students adequately protect themselves from the sun when involved in sport, camps, excursions and other outdoor activities.
5. endeavour to ensure that all students and staff members wear the appropriate School hat and use broad spectrum water-resistant sun screen when exposed to the sun.
6. seek ongoing support from parents and the School community for the Sun Protection Policy and its implementation.
7. encourage students to use shaded or covered areas at recess and lunchtime.
8. encourage students to be actively involved in initiatives to protect the School population from excessive exposure to the sun.
9. make sun screen available in a variety of easily accessible locations to meet the needs of the students and staff.
10. provide shade and shelter for competitors, officials and where practicable spectators at outside sporting functions.
11. provide each staff member with a broad brimmed hat undertaking outside duties.

As part of the Physical Education Programme, the School will:

1. ensure that all students and staff members:
   - wear a School hat for all outdoor sporting activities;
   - wear collared School sports shirts;
   - apply sun screen to unprotected skin (available from the Health and PE Department)
2. **use protective school rash vests for outdoor water-based activities.**

3. encourage the wearing of protective sun glasses for prolonged outdoor activities where appropriate.

**Sun Protection and the School Uniform**

It is required that a School hat be worn at all times that a student is in uniform and exposed to the sun for extended periods, i.e.:

- for all Physical Education classes conducted outdoors during Terms 1 and 4 where wearing a hat would be compulsory. During Terms 2 and 3 wearing a hat while outside for Physical Education classes would not be compulsory but would be encouraged.
- on school excursions
- during recess and lunchtime if in the sun
- on other occasions as requested.

All of the above mentioned uniform items will be made available at the School Uniform Shop.
SCHOOL PRIVACY POLICY

Your privacy is important. This statement outlines the School’s Policy on how the School uses and manages personal information provided to or collected by the School.

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The School may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to the School's operations and practices and to make sure the Policy remains appropriate to the changing school environment.

What kind of personal information does the School collect and how does it collect it?
The type of information collected and held by the School includes (but is not limited to) personal information, including sensitive information, about:
- students and parents and/or guardians before, during and after the course of a student’s enrolment at the School;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the School.

Personal Information you provide: The School will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, electronic communications and telephone calls. On occasions, people other than parents and students provide personal information.

Personal Information provided by other people: In some circumstances, the School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

Exception in relation to employee records: Under the Privacy Act, the Australian Privacy Principles do not apply to an employee record. However where State or Territory health privacy legislation applies, we are still required to protect the privacy of employee health information. This Privacy Policy will apply in those circumstances.

How will the School use the personal information you provide?
The School will use personal information collected from you for the primary purpose of the collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

Students and Parents: In relation to personal information of students and parents, our primary purpose of collection is to enable us to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at John Septimus Roe Anglican Community School.

The purposes for which the School uses personal information of students and parents include:
- to keep parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students’ educational, social and medical wellbeing;
- seeking donations and marketing for the School;
- to satisfy the School's legal obligations and allow it to discharge its duty of care.

In some cases where the School requests personal information about a student or parent and the information requested is not provided, the School may not be able to enrol or continue the enrolment of the student.

Job applicants, staff members and contractors: In relation to personal information of job applicants, staff members and contractors, the primary purpose of collection is to assess and (if
successful) to engage the applicant, staff member or contractor, as the case may be. The purposes for which the School uses the personal information of job applicants, staff members and contractors include:

♦ in administering the individual's employment or contract, as the case may be;
♦ for insurance purposes;
♦ seeking funds and marketing for the School;
♦ to satisfy the School's legal obligations, for example, in relation to child protection legislation.

**Volunteers:** The School also obtains personal information about volunteers who assist the School in its functions or conduct associated activities, such as the Parents and Friends Association, Friends of Performing Arts and the Old Scholars Association to enable the School and the volunteers to work together.

**Marketing and Fundraising:** The School treats marketing and seeking donations for the future growth and development of the School as an important part of ensuring that the School continues to be a quality learning environment for both students and staff. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising.

Parents, staff, contractors and other members of the wider School community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Who might the School disclose personal information to?**
The School may disclose personal information, including sensitive information, held about an individual to:

♦ another school;
♦ government departments;
♦ medical practitioners;
♦ people providing services to the School, including specialist visiting teachers and sports coaches;
♦ recipients of School publications, like newsletters and magazines;
♦ Parents; and
♦ anyone you authorise the School to disclose information to.

**Sending information overseas:** The School will not send personal information about an individual outside Australia without:

♦ obtaining the consent of the individual (in some cases this consent will be implied); or
♦ otherwise complying with the Australian Privacy Principles.

**How does the School treat sensitive information?**
In referring to 'sensitive information', the School means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information**
Our staff members are required to respect the confidentiality of students and Parents' personal information and the privacy of individuals. The School has in place steps to protect the personal information that it holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and access rights to computerised records controlled by passwords.
Access to the School's information is restricted to employees who require the information to provide our services to you.

**Notification of Data Breach**
If the School discloses your personal information without your permission and not in accordance with this policy, and such breach is likely to result in serious harm, we will notify you and the Office of the Australian Information Commissioner (OAIC). If there is unauthorised access to our information systems and this breach is likely to result in harm, we will notify you and the OAIC.

This notification will include a description of the breach, the kinds of information concerned and the steps to be taken as a result of the breach.

**Updating personal information**
The School endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by us by contacting the office staff of the School at any time. The Australian Privacy Principles require the School not to store personal information longer than necessary.

**You have the right to check what personal information the School holds about you**
Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which the School holds about them and to advise the School of any perceived inaccuracy. There are some exceptions to this right, set out in the Act. Students will generally have access to their personal information through their Parents, but older students may seek access themselves.
To make a request to access any information the School holds about you or your child, please contact the School in writing.

The School may require you to verify your identity and specify what information you require. We may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the School will advise the likely cost in advance.

**Consent and rights of access to the personal information of students**
The School respects every Parent's right to make decisions concerning their child's education. Generally, the School will refer any requests for consent and notices in relation to the personal information of a student to the student's Parents. The School will treat the consent given by Parents as consent given on behalf of the student, and notice to Parents will act as notice given to the student.

Parents may seek access to personal information held by the School about them or their child by contacting the School. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to the student.

The School may, at its discretion, on the request of a student; grant that student access to information held by the School about them, or allow a student to give or withhold consent to the use of their personal information, independently of their Parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

**Enquiries**
If you would like further information about the way the School manages the personal information it holds, please contact the School directly.
APPENDIX 5

ANGLICAN SCHOOLS COMMISSION DISPUTE AND COMPLAINT RESOLUTION POLICY & PROCEDURE

POLICY
The following Policy applies to Schools of the Anglican Schools Commission to ensure that disputes and complaints are addressed fairly, objectively and in a timely manner.

INTRODUCTION
In Western Australia, the School Education Act 1999 (WA) Section 159(1) (j) requires Non-Government Schools to have Policies and Procedures in all areas as determined by the Minister through the Registration Standards, including a Policy and Procedures for managing complaints. In Victoria, Part 4.3.2 of the Education and Training Reform Act 2006 (Vic) requires schools to comply with Standards for Registration. These standards also include a requirement for schools to have a policy and procedures for managing complaints or grievances. Part 7, Division 2 of the New South Wales Education Act 1990 (NSW) requires non-government schools to comply with the registration requirements as set out by the Board of Studies, Teaching and Educational Standards (BOSTES). These requirements include the need for schools to have policies and procedures to deal with complaints or grievances.

We seek to be a caring Christian community, where people are in harmony with each other. Therefore, this Policy is designed to assist staff, parents, students and others in Anglican Schools Commission Schools (and others where appropriate) to resolve conflict in an appropriate and satisfactory way.

This policy is written with the understanding and experience that, in most cases, matters are best resolved at the local school level.

PRINCIPLES
This policy is based on a number of fundamental principles.
1. Natural justice must be exercised in resolving any dispute or complaint. This requires that both parties receive a fair hearing and that the final decision is made without bias.
2. The resolution to a dispute or complaint must exhaust all reasonable attempts at conciliation prior to an imposed arbitrated decision.
3. Individual cases must be examined on their own merits.
4. Resolutions must appropriately balance the principles of justice and compassion.
5. Appropriate confidentiality must be respected by all parties.
6. The Principal of the School has the responsibility to attempt to resolve a dispute or complaint with the parties directly involved at the local level.
7. Parties may appeal to the Chair of the School Council the decision made by the Principal.
8. Parties may appeal to the Chair of the Anglican Schools Commission the decision made by the Chair of the School Council.

PROCEDURES
The following procedures will apply in relation to this Policy:
1. Principals shall advise parents, staff and students of this dispute and complaint resolution process.
2. Principals need to maintain an appropriate Complaints Register recording all formal complaints and how they have been resolved.
3. Policies and Procedures of the Anglican Schools Commission and individual schools that address specific matters (eg Child Abuse, Student Enrolment etc) shall be followed.
4. If the dispute involves an employment issue, the prescribed process in the Anglican Schools Commission’s Enterprise Bargaining Agreement or relevant Award shall be followed.
5. Each dispute or complaint resolution procedure followed by a school shall ensure that all relevant parties:
   • are informed in writing of the dispute or complaint
   • have the opportunity to place their version on record
   • have the opportunity to be represented if they so wish.
6. The resolution of a dispute or complaint, in the first instance, should be undertaken between the immediate parties involved.
7. Should the immediate parties involved fail to reach a resolution, then the Principal is responsible for undertaking a procedure to resolve any dispute or complaint within the School. This procedure will only be initiated following a written complaint addressed to the Principal.
8. Where a dispute or complaint involves the Principal, the matter shall be referred in writing directly to the Chair of School Council.
9. Anonymous and/or unsubstantiated complaints generally will not be investigated. Complainants should give their name. Matters will be handled with appropriate confidentiality. Depending on the nature of the complaint, anonymous complaints may be investigated, as appropriate.
10. The Principal shall maintain records of the procedure and resolution to any formal dispute or complaint. These will include any statements made by the parties involved.
11. Records of any dispute or complaint shall be maintained in accordance with the School’s Privacy Policy.
12. It is the responsibility of the Principal to attempt to reach a resolution between the parties where possible.
13. Failing to reach a resolution by agreement, the Principal shall make a decision. When this occurs, the Principal shall inform each party of the decision.
14. The Principal may call on outside mediation, including the Anglican Schools Commission’s Employment Assistance Programme providers, to assist in the resolution of a dispute or complaint.
15. Any party may appeal the Principal’s decision in writing, to the Chair of the School Council.
16. Any party may appeal the School Council’s decision in writing, to the Chair of the Anglican Schools Commission.
17. If “16” occurs and it is determined that the complaint should be investigated further, the Anglican Schools Commission shall appoint an Investigating Officer (who is not an ASC Board Member, School Councillor or staff member), or, where necessary, an independent arbiter.
   The Visitor (as defined in the constitutions of the Anglican Schools Commission and individual schools) may play a role in this process, once all avenues of appeal have been exhausted.
18. The parties to the dispute or complaint shall be notified of the findings of the appeal.
19. At the end of any dispute or complaint procedure, actions taken shall be evaluated and procedures reviewed.
**DISPUTE AND COMPLAINT RESOLUTION POLICY PROCESS FLOWCHART**

**ISSUE ARISES**

- **NO**
  - **Is there a relevant procedure in another policy/award/EBA?**
    - **YES**
      - Use that Procedure
    - **NO**
      - The issues should not be investigated

- **YES**
  - Is the complaint or dispute verifiable? *(Note if complaint is anonymous or unsubstantiated the issues should not be investigated)*
    - **NO**
      - IS ISSUE ARISES
    - **YES**
      - **STEP 1**
        - Local Resolution Process between the parties directly involved
        - **IF NO RESOLUTION**
          - **STEP 2**
            - Principal Informal Resolution Process
            - **IF NO RESOLUTION**
              - **STEP 3**
                - Principal Formal Resolution Process
                - **IF NO RESOLUTION**
                  - **STEP 4**
                    - Appeal to Chair of School Council
                    - **IF NO RESOLUTION**
                      - **STEP 5**
                        - Appeal to the Chair of the ASC who appoints an Investigating Officer or an independent arbiter
                    - RESOLUTION
                - RESOLUTION
            - RESOLUTION
        - RESOLUTION
    - RESOLUTION

**RESOLUTION**
SCHOOL BULLYING AND HARASSMENT POLICY

Preamble
John Septimus Roe Anglican Community School aims to provide an environment in which each student is personally involved and where each student can grow as a caring human being.

To this end, staff, students and parents have established a school community in which everyone feels valued and safe, where individual differences are appreciated, understood and accepted and where each person has the right to enjoy time spent at school as a student and member of staff. John Septimus Roe Anglican Community School is a school that does not tolerate bullying or harassment and where respect for others is expected.

1.0 Policy Aim
The aim of this Policy is to clearly state the values that underpin the School’s approach to pastoral care and to provide clear guidance to staff members and students regarding the identification of bullying and harassment. This policy is specifically directed to ensuring the well-being of the student body. A separate policy exists for employees.

At John Septimus Roe Anglican Community School, each student has and will be made aware of the following responsibilities and rights:

Responsibilities:
- to respect self
- to respect others
- to use common sense
- to support others

Rights:
- to feel safe
- to learn and grow
- to be respected
- to be valued

2.0 Purpose and Scope
2.1 This Policy should be read in conjunction with all other school policies relating to the pastoral care of students and the management of student behaviour contained in the School and Parent Handbooks and documents made available on SEQTA to students on these matters. The School’s Electronic Messaging Policy and Guidelines should be read in the context of the School’s Bullying and Harassment Policy. Refer Appendix 3E.

2.2 The Policy through the identification of bullying behaviour, whether or not on school property, seeks to contribute to the maintenance and development of a school community that is safe, supportive and where bullying is not tolerated.
2.3 The Policy is intended to ensure that every student participating in John Septimus Roe Anglican Community School is able to identify bullying behaviour and has recourse to support structures that can assist them to deal with bullying. Part of the identification process will be to develop an understanding of the difference between the use of inappropriate behaviours to resolve conflict as it arises from time-to-time in relationships and acts of bullying.

3.0 Application
3.1 Students will receive age-appropriate instruction in the application of the Policy that will be couched to give the following messages and recourse to action.
1. It is a person’s right and responsibility to report bullying, whether it happens to them or to someone else.
2. Bullying is deliberate behaviour purposefully designed and intended to hurt, injure, threaten or frighten another person in such a way that a person feels that they cannot do anything about it.
3. Bullying comes in many forms, including:
   • calling hurtful or racist names
   • being picked on
   • deliberately punching, hitting or bumping
   • teasing
   • spreading rumours about someone
   • mocking
   • repeatedly “putting down” someone
   • threatening
   • deliberately ignoring and avoiding someone
   • taking or damaging property
   • encouraging others to do the same or on behalf of another person
   • Online trawling
4. Bullying is the deliberate and calculated:
   • misuse of power
   • involves the use of uninvited aggressive words or actions and
   • is designed to be hurtful
5. There is nothing so awful that you cannot talk with someone about it.

3.2 Students will be given the following information regarding the actions to be taken if they are bullied:
1. Tell the bully to stop. State quite clearly that the behaviour is unwelcome and offensive.
2. Seek help. Talk about it to someone they can trust and be reassured that there is nothing so awful that the student can’t talk about it with someone.
3. Report it to a member of the teaching staff, or student representative because the School does not tolerate bullying.
4. Feel confident that any incident can be resolved satisfactorily.

3.3 Students will be given the following information regarding what to do if the student knows that someone is being bullied:
1. Care enough to do something about it, whether it affects you personally or not.
2. Understand that early intervention can defuse a situation before it gets out of hand.
3. Report it to a member of staff or student representative.

3.4 Students will be given the following information as a means of Preventing Bullying:
1. Respect yourself and others.
2. Work to create a pleasant school environment for all.
3. Learn to tolerate and accept individual differences.
4. Read and support the School policy on bullying.

4.0 General
4.1 Students, teachers and parents will be reminded through literature, school publications, the Primary Class teacher, the Pastoral Care Group tutor, the Secondary House Coordinators, Chaplains, the Executive and through the explicit teaching of and modelling of values that John Septimus Roe Anglican Community School opposes
bullying and
- expects a high standard of behaviour at all times
- aims to provide a safe and caring environment for everyone
- uses this Policy for detecting, preventing and dealing with bullying
- is educating students about issues relating to bullying behaviour
and by in so doing, continue to make John Septimus Roe Anglican Community School a safe place by not tolerating bullying and by not being a bully.

4.2 Parents will be engaged in the process by being reminded through publications and general forums of the School to:
Take an active interest
- in their child’s social life
- in what is happening at School

Encourage their child
- to bring friends home
- to accept and tolerate differences in others

Build their child’s self-confidence
- by recognising and affirming their positive qualities
- by valuing them for who they are.

Discuss with their child
- the School’s expectations about behaviour
- ways to respond if their rights are infringed

Encourage constructive responses
- physical bullying or persistent teasing should be reported
- hitting back or retaliating with name calling will not solve the problem

Set an example
- be firm but not aggressive in setting limits on behaviour
- be positive in the things they say and do

Be alert to signs of distress
- unwillingness to attend School
- dropping off in academic performance
- damaged clothes and frequent loss of personal property
- loss of confidence and uncharacteristic mood changes
- withdrawal from social activities

Act
- if their child is being bullied at the School, report it to the class teacher, PCG Tutor, Associate Principal Primary (K to Year 6), Associate Principals for Pastoral Care (Years 7 to 12) or the relevant Associate Principal for the Middle Years of Schooling (Years 7 to 9) and Associate Principal for the Secondary Years of Schooling (Years 10 to 12).

4.3 And to be reassured that reports of bullying will be followed up by the relevant member of the Executive
BACKGROUND
Drug use is a complex issue and it is recognised that drug use problems result from a combination of many contributing factors. The School's response, therefore, is as comprehensive as possible. In addition, a standardised approach to drug education and incidents of use will be maintained at this School as a result of this Policy.

PURPOSE AND SCOPE
This Policy has been established to:
1. publish guidelines and sanctions that are relevant to our School;
2. address prevention, intervention and sanctions in regard to drug use;
3. be consistent with State and Federal laws.

For the purpose of this Policy, a drug is defined as "any substance, with the exception of food and water; which when taken into the body, alters its function physically" - such as analgesics, alcohol, tobacco, cannabis, amphetamines, steroids, etc.

While not classified as drugs, solvents (also called volatile substances) are included in the School Drug Policy, e.g. glue and petrol sniffing, etc.

This Policy should be read in conjunction with all other School Policies relating to the pastoral care of students and the management of student behaviour contained in the Staff and Parent Handbooks and documents made available to students on these matters. Specific aspects of the School's Health and Physical Education teaching learning programme will deal with drug use and drug abuse.

The Policy through the identification of drug use, whether or not on School property, seeks to contribute to the maintenance and development of a School Community that is safe and supportive and where drug use is not condoned.

Application
The Policy has three specific outcomes: prevention, intervention and consequences.

Prevention
The School's primary purpose is education and a part of this process is to help students gain and clarify information about social issues such as drug and alcohol abuse, and to assist them to develop skills required for immediate and future decision-making.

It is critical at this time when individuals are being required to make decisions about a whole range of behaviours which affect their personal health and well-being, that they learn how to make decisions on matters related to issues such as the use of tobacco, alcohol and illegal drugs.

It is important too, that at our School, we provide opportunities for people to discuss social (including controversial) topics in an educational climate without feeling they will be misunderstood or reprimanded for their honesty in discussing their values or behaviours, provided that such discussions do not condone, encourage or facilitate any illegal activities. It is also important that a School like ours should take a stand on values and make this clear to the students.

Our School's curriculum includes a Health and Physical Education Programme which incorporates a combination of factual information, attitude and values clarification, and decision-making skills. All students receive instruction in this area and the School will continue to call upon appropriate community resources to keep our courses in this area relevant and accurate.

Intervention
The intervention procedure is designed to address drug use incidents in a way that is in the best
interest of all parties, while also conforming to legal requirements.

Our School does not permit students to
- smoke tobacco products or e-cigarettes;
- consume alcoholic beverages;
- deliberately inhale solvents;
- consume prescription medication that does not belong to them;
- possess drug-related equipment (Misuse of Drugs Act, 1981) except in cases of lawful medical use;
- possess or use prohibited drugs in accordance with the 1981 Act; when on School premises, at a School function or at any time a student is in uniform, including travelling to and from School, or any School camp, retreat, excursion, or organised function such as a disco, sleepover and dinner dance.

Whatever individuals may think or feel, the law regarding the sale and possession of drugs is clear, and penalties are provided for the conviction of offenders. Members of our School Community are subject to these laws on School grounds as well as off, and members of the School Community have the same responsibility as every other citizen to uphold the law. The community at large expects that a school will convey by its actions and teachings that it does not in any way encourage or condone any form of drug use that is prohibited by this Policy.

Consequences
In the process of learning how to make decisions, some individuals may make errors in judgement. This is a natural developmental process. A school, despite these errors, can accept the person without condoning the behaviour and still create an atmosphere of understanding that the School can use as an opportunity for learning.

The procedures outlined below have the emotional and physical health and welfare of each of the students of our School as a priority, including the student in breach of the School's Drug Policy.

1. Each instance will be considered individually according to the given set of circumstances at the time.
2. Wherever possible, the health and welfare of the individual student involved will be considered in the context of the School environment and its support services.
3. In each instance; the Principal, in consultation with the Executive Team and with other relevant members of the teaching and Student Support staff as necessary, will determine which support services are to be called upon, who is to be informed, and any sanctions to be imposed.
4. The parents of the students involved in any instance of drug use will be routinely advised by the Principal, and the consequences that follow.
5. A range of consequences consistent with the requirements of the law, the pastoral care of the students and the need to maintain a safe, secure and supportive learning environment policy will be implemented. These consequences may include, referral to any or all of the following: referral to drug counselling, suspension, expulsion and involvement of the Police.

Management Priorities
The School will ensure that:
- It complies with the legal requirements to protect the health of staff members and students with respect to the use of alcohol and other drugs.
- Information is available to all staff members and students about the School Policy and regulations concerning the use of alcohol and other drugs on the School's premises or while involved in off campus School activities; such information will be couched appropriately for the age of the students concerned.
- Links are maintained with community-based organizations and authorities which have programmes relating to alcohol and other drug use, as appropriate.
• There are designated persons to contact if a person is in need of treatment as a result of alcohol or other drug use while on School premises.
• Instances of alcohol or other drug use by students while on School activities, whether in School or outside, will be reported to the Principal and recorded as required.
• Students who are reported as having been influenced by alcohol or other drugs while on a School activity will be counselled as to the problem they have presented.
• Before any matter is reported to police for investigation, the matter will be appropriately investigated internally by the Principal or the Principal’s nominee.
• The Chair of School Council will be informed of the incident by the Principal and the police and ASC may be informed at this time.
• The parents of a student who has breached the policy on alcohol and illicit drug use will be contacted by the School without exception.
• Staff members will be made aware of the behaviour presented by persons, who may have taken alcohol or other drugs so that they may recognise such signs if they are presented.
• Discarded syringes found on School premises will be disposed of safely and appropriately.
HEAD LICE POLICY (Student Health and Welfare)

INTRODUCTION
John Septimus Roe Anglican Community School has developed the following Head Lice Policy in consultation with the Community Nurse and the Department of Health. The aim of this Policy is to ensure a consistent, coordinated and cooperative approach to managing head lice outbreaks in the school community.

ROLES AND RESPONSIBILITIES

The Parents’ responsibilities are:

- to learn about head lice infestation and management by reading the Department of Health’s Head Lice Fact Sheet;
- to regularly check their child’s hair for head lice infestation;
- to treat their child’s hair immediately if the child has head lice, using the advice in the Head Lice Fact Sheet;
- to inform the School and other close contacts if their child has a head lice infestation, and to confirm that treatment of their child’s hair has commenced;
- To be aware of and follow the School’s Head Lice Management Policy.

The Community Nurse’s role is:

- to provide information, advice and education to parents and the school community about head lice management;
- to provide additional advice for families experiencing persistent head lice infestation;
- to provide additional education about head lice management to ‘Head Lice Resource Parents’ as requested.

The School’s responsibility is:

- to develop, implement and maintain a Head Lice Management Policy;
- to ensure that parents and staff are aware of the School’s Head Lice Policy, and that parents are provided with a copy of the Department of Health’s Head Lice Fact Sheet when their child is enrolled and on request.

PROCEDURES

HOW HEAD LICE INFORMATION IS DISSEMINATED
The School takes the following steps to ensure that accurate up-to-date head lice treatment advice is provided to the school community:

The Department of Health’s Head Lice Fact Sheet:

- is sent home to the parents of a child with head lice, and to the parents of the other children in the same class, accompanied by an explanatory letter;
- is periodically promoted in “The Bulletin” - the School newsletter;

WHAT HAPPENS WHEN A CHILD IS FOUND TO HAVE HEAD LICE?
The School undertakes the following steps to ensure that a clearly defined process is followed when a child is found to have head lice:

Day 1:
- The student is given a brief, age-appropriate explanation about the head lice.
- A Letter to Parents of a child found to have Head Lice is sent home with the student at the end of the day. The Letter informs the parents that their child has head lice and advises them that the child should commence head lice treatment before returning to school.
- If available, translations of the Head Lice Fact Sheet are provided to non-English speaking parents. Alternately, where appropriate, parents are advised by telephone. Interpreter
services such as a telephone interpreter service are used if required.

- Parents of the other students in the class are sent an information letter on the same day, asking them to check their child’s hair for head lice and advising them how to do this more effectively, using the Department of Health recommended hair conditioner method.

Day 2:
- Once treatment has commenced, the parents of the child with head lice should send the child back to school with the completed Confirmation of Treatment tear-off section of the Letter to Parents. Parents are reminded that treatment must be completed over the 10-day period, as recommended by the Department of Health.
- If the Confirmation of Treatment slip, or similar note, is not returned and the student is not able to confirm that treatment has commenced, then the class teacher informs the relevant Associate Principal. The Associate Principal contacts the parents to check that they have received the Letter to Parents and the Head Lice Fact Sheet.
- If the Letter to Parents and the Head Lice Fact Sheet have been received but no treatment has started, then the parents are asked if they are experiencing any difficulty. Appropriate assistance is offered if parents are experiencing difficulty, e.g. literacy or language difficulty.
- If the parents have no particular difficulty, then they are reminded of their responsibility to the child and to the school community. Parents must return a note to school with the child, or phone the relevant Associate Principal, to confirm this.

Day 3:
- Where a student again returns to school without treatment having commenced, the relevant Associate Principal may ask the Community Nurse, who represents the Department of Health in the school, to undertake phone contact or arrange a home visit with the parent. The purpose of this is to help identify any undisclosed difficulty, and to assist and advise the parents with the head lice treatment.

Day 4:
- Where a student yet again returns to school without evidence of treatment, the Associate Principal will refer the matter to the Principal who may request that the student is excluded from school, until treatment has commenced and the school notified. The parents will again be offered assistance by the Community Nurse.
- Home work will be provided for the student, with teacher telephone support where appropriate.

Day 5 – ongoing:
- Where a student continues to be absent from school without due reason, the matter will be dealt with in accordance with the school’s Absenteeism Policy. Head Lice infestation is easily treated and is not a disease. Where all parent support and information has been provided, and there is no remaining barrier to treatment, failure to treat is not a valid reason for absence from school

ADDITIONAL KEY POINTS:

Hairstyles
Students with long hair must wear it tied back, braided and/or pinned.

Recommended treatments
The School advises parents to read the Department of Health’s Head Lice Fact Sheet, available free from the school office. The 10-Day Hair Conditioner Treatment is the Department’s preferred treatment. However, parents who wish to use insecticide treatment should do so according to the Department’s instructions in the Head Lice Fact Sheet, as labelling on some head lice products may be unclear or even inaccurate.
Checking hair for head lice

- Class or whole school ‘head checks’
- School staff and the Community Nurse do not routinely undertake class head checks for head lice, as this is not an efficient or effective strategy for head lice control. Head lice can move at up to 30 cm per minute. They move rapidly away from searching hands and so an infestation can easily be missed. Most children do not have head lice, so valuable class time is wasted checking such children unnecessarily. In addition, it is the responsibility of individual parents to check their own child’s hair for head lice. Screening for head lice is most effectively undertaken by parents combing their child’s hair using hair conditioner to slow down the head lice, together with a metal ‘nit’ comb, as described in the Department of Health’s Head Lice Fact Sheet

Checking a student who is believed to have head lice:
In the case of an individual student, the School Principal has nominated [2 to 3] school staff members who may examine a student’s hair where there is reason to believe a student may have head lice, i.e. where eggs (nits) or crawling head lice have been sighted or where a child is scratching the head excessively. The School Education Act 1999 authorises the School Principal or a delegate to do this.

Staff are aware that a ‘dry’ head check may be unreliable. If, on inspection, no signs of infestation are seen, the parent is nevertheless informed and is asked to check using hair conditioner. A Letter to Parents is sent home to inform parents.

Exclusion of a student from School
- Under the School Education Act 1999, students found to have head lice may be excluded from school at the discretion of the Principal or delegate until treatment has begun and all live head lice are being removed, in accordance with the Department of Health treatment advice. In practice, this means students can return to School the morning after treatment has commenced, provided that effective treatment is completed consistently over the following 10 days. A few remaining eggs are not a reason for exclusion.